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# United States Department of the Interior

NATIONAL PARK SERVICE  
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## Memorandum

To: Field Area Directors  
 Attention: Park Superintendents and Center Managers

From: Associate Director, Cultural Resource Stewardship and Partnerships

Subject: Issuance of the NPS Tools of the Trade, Release No. 3

We are pleased to issue the revised "Tools of the Trade, A Listing of Materials and Equipment for Managing Museum Collections," Release No. 3. This release has several significant revisions.

The Introduction Section has been totally rewritten to reflect the streamlined and restructured NPS Museum Supply and Equipment Program. (See final report issued to parks on April 22, 1996.) As applicable, program or organizational name changes have been made. Other changes include:

- A new "Acquisition Source List" that guides the user in selecting the appropriate source for acquiring each item
- Updated listings to include new or delete obsolete items and, in some instances, add clearer descriptions of items
- Updated "Equipment Source List," "Supply Source List," "Vendor Address List," and "Equipment Fact Sheet: Contract" information sheets
- A revised "Index" with items listed alphabetically and, in many instances, under two key words to facilitate locating the item and its description

Parks and centers should retain the NPS "Tools of the Trade" navy blue binder. Parks, on receipt, should insert Release No. 3 in this binder and discard Release No. 2.

We are confident that Release No. 3 of the "Tools of the Trade" will prove very useful to your parks in their efforts to care and manage your museum collections.

Attachment



97-0089-P



# TOOLS OF THE TRADE

A Listing of Materials and Equipment  
for Managing Museum Collections



National Park Service  
Museum Management Program  
National Center for Cultural Resources Stewardship and Partnership Programs

August 1996



# TOOLS OF THE TRADE

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# TOOLS OF THE TRADE

## I. INTRODUCTION

The Museum Management Program (MMP) of the National Center for Cultural Resources Stewardship and Partnership Programs operates a program to assist parks in obtaining specialized supplies and equipment to properly care for museum collections. The program recommends a range of supplies and equipment that can be acquired through several sources.

### ***How to Use the Tools Of The Trade***

The Tools of the Trade describes the NPS Museum Supply and Equipment Program and the services it provides to parks for managing museum collections. It also describes how to acquire recommended museum supplies, forms, equipment and NPS museum publications.

Items used for museum storage, museum records, and collection maintenance are listed and described in following sections:

- **Record Keeping Supplies**

Marking, measuring and photography supplies, as well as standard museum management forms. Listed items are described in the Museum Handbook, Part II, Museum Records.

- **Storage Containers**

Boxes, envelopes, enclosures, bags, and trays that chemically and physically protect museum objects.

- **Specialty Curatorial Items**

Materials, publications and devices useful in caring for collections. These include such storage and handling items as polyethylene drawer liners, gloves, and archival quality tags; health and safety items such as respirators; and publications such as the Museum Handbook and Conserve O Grams (COG) series.

- **Natural History Supplies**

Basic materials used to prepare and maintain herbarium, entomological and wet specimens. Included are the official NPS labels for natural history specimens.

- **Museum Cabinets, Shelving, and Storage Racks**

Cabinets, shelving units and racks that have been designed for or found applicable to the storage of museum collections.

- **Environmental Monitoring and Control Apparatus**

Instruments, devices and materials recommended for measuring and controlling environmental conditions that affect museum collections.

- **Packing and Shipping Materials**

Materials recommended for packing objects for shipment.



# TOOLS OF THE TRADE

The Tools of the Trade contains several aids to assist you in selecting and ordering museum supplies and equipment.

- **Acquisition Source List** indicates whether an item can be acquired from the NPS Museum Supply and Equipment Program, the General Services Administration (GSA), or a vendor; whether an item is on contract or Federal Supply Schedule; and whether an item is free of charge or needs to be purchased by the park.
- **Museum Supplies Order Form** is provided for ordering items that are provided through the Supply and Equipment Program.
- **Equipment and Supply Sources** lists the names of vendors for specific items, as well as, general categories of supplies and equipment. A **Vendor Address List** provides the addresses and telephone numbers for the vendors listed.
- **Current Equipment Contracts** gives pertinent ordering information for items that are on contract or Federal Supply Schedule.
- **Index** lists in alphabetical order all items recommended in this catalog.

If you have an idea of the item(s) that you need, follow the steps below:

1. Verify the item's proper usage. Do this by finding the page number of the item in the **Index** and locating the item description. The description will indicate how the item is used, the sizes available, and note (if appropriate) any cautions in the use of the item.
2. Check the **Acquisition Source List** to determine where to get the item and who will pay.
- 3a. Order items(s) using the **Museum Supplies Order Form** if the item is available from the NPS Museum Supply and Equipment Program. Follow procedures found in **How to Get Assistance**.
- 3b. Find the vendor and address in the **Equipment and Supply Sources** and the **Current Equipment Contracts** sections if the item is available directly from a vendor, GSA, or on contract or Federal Supply Schedule. Order item(s) from the appropriate source.

If you are unsure about what type of supply item(s) or equipment to use:

1. Read the appropriate subject category sections as indicated in the Table of Contents. You will become aware of the items available to accomplish the task at hand.
2. Follow steps 2-3 above to acquire the needed item(s).

If you are unsure of the best item to use when more than one item is recommended for the task:

1. Contact the Museum Management Program at 304-535-6072 or your System Support Office Curator to discuss the options.
2. Follow steps 2-3 above to acquire the needed item(s) once you determine which is the most appropriate to use.



# TOOLS OF THE TRADE

## *The Restructured Supply and Equipment Program*

In 1995, the MMP streamlined and restructured the NPS Museum Supply and Equipment Program. (See final report issued to parks on April 22, 1996.) The changes in the way the program operates were significant enough to generate this new release of the Tools of the Trade.

Restructuring the NPS Museum Supply and Equipment Program modified the way in which it operates. The program now operates as follows:

- Parks and centers will continue to order most museum supplies through the MMP Supply and Equipment Program. As in the past, the MMP will fund orders of modest quantities. Now parks and centers with large quantity orders can take advantage of the discount prices and order through the MMP using park accounts.
- Parks and centers will now order a few, lesser used items, directly from the vendors.
- MMP has discontinued its supply warehouse and centralized distribution operations, substituting Blanket Purchase Agreements (BPAs) and direct shipment from vendors to parks and centers. MMP still stocks and ships a few specialized supplies and all NPS museum publications. All orders under the BPAs are coordinated through the MMP.
- MMP now issues NPS museum forms from a Denver warehouse through an interagency agreement with the Bureau of Land Management Printed Materials Distribution Section (BLM). All orders are coordinated through the MMP.
- MMP has discontinued the Museum equipment loan program.

Supplies available from the MMP, which account for the majority of items, are provided in modest quantities and are free of charge. Source information can be provided for those same items when parks need to order quantities larger than the modest amounts that can be provided by the program.

The MMP can assist parks in acquiring collection storage, environmental monitoring and control, and security and fire protection equipment. The MMP can provide parks with technical information about the types of equipment available and sources for purchasing the equipment. When museum equipment is listed as part of a project statement in the park's Resource Management Plan, funding can be requested through the Museum Collection Preservation and Protection Program (MCPPP).

The centralized NPS Museum Supply and Equipment Program yields benefits to the Service. The benefits include:

- Cost economies achieved by developing and using BPAs and Firm Fixed Price Requirements Contracts. These agreements and contracts simplify park purchases and ensure the lowest possible acquisition costs.
- Improvements, refinements, and developments in museum supplies and equipment resulting from collaborative efforts between the MMP and vendors or manufacturers. This close collaboration with the vendors helps the MMP ensure the quality of the products recommended and used.



# TOOLS OF THE TRADE

The supplies and equipment listed in this catalog comply with standards in the NPS Museum Handbook, Parts I and II.

## ***How to Get Assistance***

The NPS Museum Supply and Equipment Program is the central ordering point for museum supplies, forms and publications. Procedures for requesting these items are as follows:

### **For museum supplies:**

- Contact the MMP staff by cc:Mail, FAX or phone at 304-535-6072 if you have questions on the availability of a supply item, or the amount that the MMP can provide or if you need advice on the most appropriate item to use or the proper use of an item.
- For modest quantities of museum supplies:
  - Submit a request on the order form listed at the end of this section. The request can be mailed or FAXed. Requests can be submitted by cc:Mail if they include the same information as on the order form.
  - On behalf of the ordering park, the MMP will use Museum Supply and Equipment Program funds to purchase modest quantities of supplies under the appropriate BPA. The vendor will ship the supplies directly to the park. Included in the shipment will be a packing slip that must be FAXed to the MMP at Harpers Ferry. The park should indicate receipt of the supplies, and sign and date the packing slip before FAXing it to Harpers Ferry. Once the packing slip is received, the MMP will authorize payment to the vendor.
- For larger quantities of museum supplies:
  - Coordinate with the MMP the purchase of supplies needed in quantities larger than the MMP can provide. MMP can assist the park in purchasing the materials at the discounted pricing arranged through the BPAs.
  - Parks will submit a signed requisition with their own account number. MMP will make the purchase against the BPA. The company will ship directly to the park. When the items are received, the park will notify the MMP by FAXing the packing slip to the Harpers Ferry office with the same information indicated above. MMP will include the park's account number on the invoice and send it to the NPS Accounting Operations Center in Reston, Virginia, for payment to the vendor.

### **For museum forms:**

- Submit a request on the order form listed at the end of this section. The request can be mailed or FAXed. Requests can be submitted by cc:Mail if they include the same information as on the order form.

MMP will submit a forms worksheet to BLM, Printed Materials Distribution Section (PMDS). BLM will ship the forms directly to the park. BLM will include a copy of the worksheet with the shipment. Indicate receipt of the forms, and sign and date the worksheet and FAX it to the MMP Harpers Ferry office. MMP will reimburse BLM on a quarterly basis for shipping costs, labor and packing materials.



## TOOLS OF THE TRADE

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### For museum publications:

- Submit a request on the order form listed at the end of this section. The request can be mailed or FAXed. Requests can be submitted by cc:Mail if they include the same information as on the order form.
- MMP will send the publication directly to the park using Federal Express delivery service.

Notify the MMP office by mail, phone, FAX, or cc:Mail upon receipt of the publication.

### For further information on supplies and equipment or to request supplies, contact:

Museum Management Program  
National Park Service  
Grandview School, Putnam Street  
Harpers Ferry, WV 25425  
Telephone: 304-535-6072  
FAX: 304-535-6051  
cc:Mail: Museum Supply & Equip. Program NP-WASO-CSD Harpers Ferry



**Museum Management Program  
Museum Equipment and Supply Program**

**ACQUISITION SOURCE LIST**

**Notes on Symbols:** \*The MMP pays for and provides this item in modest quantities. There is no limit on form quantities.  
 #When the MMP stock of this item is depleted, parks will order directly from the vendor or the General Services Administration (GSA) as shown by (X) on this chart.

Items	Order Directly From MMP (MMP Pays)*	Order from MMP (Until Stock is Depleted*#)	Order Directly From GSA (Park Pays)	Order Directly From Vendor (Park Pays)	Order Directly off FSS or Contract (Park Pays)
Air Purifier				X	
Album, Archival Photo	X				
Bags, Plastic, Interlocking Seal			X		
Binder, Working Copy w/posts	X				
Box, Archival Document, Letter/Legal	X				
Box, Archival Photo Enclosure	X				
Box, Archival Print Storage	X				
Box, Archival Record Storage	X	.			
Box, Plastic Artifact Storage	X				
Box, Plastic Cataloging Kit		X			
Box, Rare Book	X				
Box, Textile Storage	X				
Brush, Dusting			X		
Brushes, Artist Set			X		
Cabinet, Doublewide Museum					X
Cabinet, Entomology					X
Cabinet, Fire Resistive (Insulated)					X
Cabinet, Flammable Liquid					X
Cabinet, Utility			X		
Cabinet, Gun				X	
Cabinet, Herbarium				X	
Cabinet, Large Flat Storage				X	
Cabinet, Map and Plan			X		
Cabinet, Platform					X
Cabinet, Standard Museum					X



Items	Order Directly From MMP (MMP Pays)*	Order from MMP (Until Stock is Depleted*#)	Order Directly From GSA (Park Pays)	Order Directly From Vendor (Park Pays)	Order Directly off FSS or Contract (Park Pays)
Cabinet, Wardrobe Museum					X
Caliper			X		
Case, Visual Storage					X
Centimeter Scale, Large	X				
Centimeter Scale, Small	X				
Compacting (Moveable-Aisle) System				X	X
Conservation Supplies				X	
Conversion Table, Metric			X		
Copy Paper, Archival	X				
Datalogger					X
Dehumidifier				X	
Drawer Liner, Polyethylene	X				
Dust Cover Cloth				X	
Envelope, Document	X				
Envelope, Foil-lined	X				
Envelope, Polyester	X				
Film Roll, Polyester	X				
Folder, Archival File	X				
Folder, Archival Map	X				
Folder, Expanding Manuscript	X				
Folder, Rare Document	X				
Forms, Museum	X				
Freezer, Frost-Free				X	X
Gloves (cotton, sure-grip, plastic)	X				
Herbarium Adhesive	X				
Herbarium Folder	X				
Herbarium Fragment Folder				X	
Herbarium Mounting Sheet	X				
Herbarium Mounting Tape	X				
Herbarium Portfolio				X	



Items	Order Directly From MMP (MMP Pays)*	Order from MMP (Until Stock is Depleted*#)	Order Directly From GSA (Park Pays)	Order Directly From Vendor (Park Pays)	Order Directly off FSS or Contract (Park Pays)
Humidifier				X	
Humidity Indicator Strips	X				
Hydrometer		X		(X)	
Hygrometer, Dial				X	
Hygrothermograph				X	X
Hygrothermograph Charts	X				
Hygrothermograph Ink				X	
Hygrothermograph Pen Points	X				
Ink, Permanent Black			X		
Insect Pins				X	
Insect Pinning Block				X	
Insect Pinning Tray				X	
Insect Spreading Board		X		(X)	
Insulated Modular Structure				X	X
Jar, Specimen				X	
Labels, Natural History	X				
Lacquer - Clear	X				
Lacquer - White	X				
Lock, Sash				X	
Magnet, Bar and Ceramic				X	
Magnetic Letters	X				
Magnetic Numbers				X	
Magnifying Glass				X	
Media File, Safe, Insert					X
Meter, Visible Light				X	X
Monitor, UV				X	X
Needles, Sewing				X	
Packing/Shipping Materials				X	
Paper, Archival Interleaving	X				
Pen, Crowquill		X	(X)		
Pen, Pigma		X			



Items	Order Directly From MMP (MMP Pays)*	Order from MMP (Until Stock is Depleted*#)	Order Directly From GSA (Park Pays)	Order Directly From Vendor (Park Pays)	Order Directly off FSS or Contract (Park Pays)
Pen, Plastic Marking	X				
Pen, Technical			X		
Pencil "H"				X	
Pest Traps, Insect	X				
Photo Enclosure, Archival	X				
Photo/Film strip page, Poly	X				
Photo ID Stand, Large	X				
Photo ID Stand, Small	X				
Plant Press, Drier, Ventilators				X	
Posts, Working Copy Binder	X				
Psychrometer, Aspirated				X	
Psychrometer, Sling			X		
Publications, Museum	X				
Rack, Art Storage				X	
Rack, Slotted Angle		X		X	X
Rack, Unicor Pallet		X		X	X
Refrigerator, Frost-Free				X	X
Respirator				X	
Retrofit Gasket Kit					X
"ROLL" Label, Small and Large	X				
Rule, Clear Plastic Measuring				X	
Screen, Plastic				X	
Sheeting, Polyethylene				X	
Shelving, Steel			X	X	
Shelving, Wire				X	X
Silica Gel	X				
Silver Protector Strips				X	
Slide Pages, Polyethylene	X				
Sling Psychrometer			X		
Solar Control Window Film				X	X
Specimen Tray	X				



Items	Order Directly From MMP (MMP Pays)*	Order from MMP (Until Stock is Depleted*#)	Order Directly From GSA (Park Pays)	Order Directly From Vendor (Park Pays)	Order Directly off FSS or Contract (Park Pays)
Streak Plate, Porcelain				X	
Tag, Acid-Free	X				
Tape, Double-faced	X				
Tape, Magnetic				X	
Tape Measure, Cloth		X		(X)	
Tape Measure, Metal		X		(X)	
Tape, Textile Marking				X	
Thermo-Hygrometer, 2"				X	
Thermo-Hygrometer, Electronic				X	
Thermo-Hygrometer, Electronic (Maximum/Minimum)	X				
Thread, Sewing				X	
Tissue, Acid-Free	X				
Tweezers		X		(X)	
UV Filter Sleeves	X				
Vacuum Cleaner				X	X
Vial, Specimen				X	
Wax, Furniture Paste				X	



NATIONAL PARK SERVICE  
Museum Management Program

Page \_\_\_ of \_\_\_

## **MUSEUM SUPPLIES ORDER FORM**

Park/Office \_\_\_\_\_

**UPS or Federal Express Ship-To Address:**

Acronym \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_

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TEL \_\_\_\_\_

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FAX \_\_\_\_\_

For Use by Museum Management Program

FOR USE BY MUSEUM MANAGEMENT PROGRAM

Received by \_\_\_\_\_ VIA: TEL \_\_\_\_\_; FAX \_\_\_\_\_; Mail \_\_\_\_\_; cc:Mail \_\_\_\_\_; In Person \_\_\_\_\_;

**Comments:**

### Date Order Completed







# TOOLS OF THE TRADE

## II. RECORD KEEPING SUPPLIES

Record keeping materials are carefully selected and forms have been designed and printed to ensure consistency in archival quality, format, and function to facilitate accessioning and cataloging of cultural and natural history collections. For instructions on using the following materials, see the Museum Handbook, Part II, Museum Records, and NPS Conserve O Gram 1/4, "Use of Acryloid B-72 Lacquer for Labeling Museum Objects."

### *Cataloging Kit*

This kit includes materials used to examine, measure, test, and mark museum objects. The kit consists of the following items, which also can be requested individually, according to their respective units of issue.

- Plastic Cataloging Box Kit containing:
- Clear Lacquer in bottle with applicator brush top - an acrylic resin/acetone lacquer for marking catalog numbers on objects. Use clear lacquer as a base spot foundation for light colored objects and as a top coat covering the number marked on both white and clear base spot foundations.
- White Lacquer in bottle with applicator brush top - The same acrylic formulation as clear lacquer but with titanium dioxide white pigment. Use white lacquer as a base spot foundation for marking numbers on dark colored objects.
- Technical Pen (**Rapidograph®**) - A drawing pen for marking catalog numbers on objects and for entering information in the accession book, on accession and other folders.
- Crowquill Pen - A pen used the same way as the technical pen.
- Permanent Black Ink - Fade resistant, indelible ink for writing in the accession book and marking number on objects. Acceptable inks are Higgins® Black Magic® and Pelikan 17 Black.
- Pigma Pen - Permanent ink pen for marking information in the accession book, on accession and other folders. Not for putting numbers on objects.
- Pencil "H" or #2 hardness graphite lead pencil for marking paper objects. Pencil lead is hard enough not to smear, yet soft enough not to indent paper fibers.
- Artist Brushes (small tip) - Used as a lacquer applicator and to mark numbers on large equipment or furnishings.
- Textile Marking Tape 50% cotton, 50% polyester - Catalog numbers are marked on this tape using permanent black ink; the tape is then sewn on a textile.
- Sewing Needles - Variously sized needles for sewing textile tapes; package of 20.
- Sewing Thread - Durable cotton thread for sewing labels to textiles.
- Measuring Rule, clear plastic - Calibrated in both metric and SAE units.



# TOOLS OF THE TRADE

- **Tape Measure, Metal, Retractable** - Metric and SAE (3 meters/10 ft.).

- **Tape Measure, Cloth** - Metric and SAE (1.6 meters/5 ft.).

- **Caliper** - Used to measure internal and external dimensions of objects.



- **Metric Conversion Table** - Used to convert measurements from SAE units to metric units and vice versa.



- **Magnifying Glass or Linen Tester** - Used to closely examine object surfaces.

- **Magnet** - Used to distinguish between ferrous (iron) and non-ferrous metal objects.

- **Tweezers** (stamp handling variety with squared ends) - Used to lift paper documents off flat surfaces.

- **White Cotton Gloves** - Used when handling any objects.

*See page IV:1 for additional description.*

## Supplies for Object Photography

For instructions on using the following equipment, refer to the Museum Handbook, Part II: Museum Records, Appendix L: Photography.

- **Photo ID (Identification) Stands** - Painted steel stands in two sizes, 3"x5" and 5"x8"; each holds magnetic letters and numbers that indicate catalog number, roll number, and centimeter scale; stand is photographed with the museum object.

Large Photo ID Stand 5" x 8" face

Small Photo ID Stand 3" x 5" face

- **Magnetic Letters and Numbers** - letters and numbers that are affixed to the ID stand to indicate park acronym, catalog number and the number of the photographic roll; 1" letters for use with large ID stand; 1/2" letters for use with small ID stand. Large and small magnetic letters corresponding to the park's four letter acronym customarily are issued. If additional letters are needed, they must be requested separately.

Large Magnetic Letters

Small Magnetic Letters

Large Magnetic Numbers

Small Magnetic Numbers





# TOOLS OF THE TRADE

- **"ROLL" Label** - Comes in small and large sizes that are affixed to the ID stand to indicate position of the roll number. Large is for use with large ID stand; small size is for small ID stand.

Large "ROLL" Label 1" x 2-1/2"  
Small "ROLL" Label 3/4" x 1-1/2"

- **Metric Scale** - Two sizes, large (19 cm x 3 cm) and small (12 cm x 2 cm). Affixed to the ID stand to indicate scale in the object photo. Use large size with large ID stand; use small size with small ID stand.

Large Centimeter Scale  
Small Centimeter Scale

- **Magnetic Tape** - 1/4" wide tape with a pressure-sensitive adhesive on one face that is applied to the centimeter scales and "Roll" attachment to allow them to be magnetically mounted on ID stand.

## Museum Forms

Illustrations and instructions for completing these forms are provided in the NPS Museum Handbook, Part II: Museum Records.

- **Form 10-30, National Visual Inventory Card** - Used to mount photographic prints of objects to accompany the museum catalog records. Order Form 10-30 directly from NPS Brentwood Warehouse. See Vendor Address List.
- **Form 10-94, Collection Management Report** - A required annual report, providing annual statistics on incoming and outgoing objects and their documentation.
- **Form 10-95, Accession Receiving Report** - Used to document receipt of objects and to record pertinent information on an accession provided by owner, field collector, or lender. *Unit of Issue: Package of 50.*
- **Form 10-95a, Accession Receiving Report List of Objects** - Used to list objects in an accession. *Unit of Issue: Package of 50.*
- **Form 10-96, Folder List: Archival and Manuscript Collections** - Used as an aid to list and describe contents in boxed archival collections. *Unit of Issue: Package of 100.*
- **Form 10-97, Object Temporary Removal Slip** - Used in storage or exhibits in place of an object to indicate its removal from its assigned location. *Unit of Issue: Package of 50.*
- **Form 10-98, Incoming Loan Agreement** - Used to document pertinent information regarding a loan to the NPS. *Unit of Issue: Package of 25.*
- **Form 10-98a, Incoming Loan List** - Used to list objects included in a loan to the NPS. *Unit of Issue: Package of 25.*



# TOOLS OF THE TRADE

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- **Form 10-254 (Rev.), Museum Catalog Record - Cultural Resources** - This is the basic museum catalog record for cataloging cultural history museum objects. Used for cataloging archeology, ethnology, and history (including archives) objects. *Unit of Issue: Case of 1,000.*

**Form 10-254-CR (2-part)**

**Form 10-254-CR (1-part)**

**Form 10-254-CR (1-part blue) anticipated availability 1997**

**Form 10-254-CR (1-part white) anticipated availability 1997**

- **Form 10-254B, Museum Catalog Record - Natural History** - The basic museum catalog record for cataloging natural history specimens. Used for cataloging biology, geology, and paleontology objects. *Unit of Issue: Case of 1,000.*

**Form 10-254-NH (2-part)**

**NOTE:** Both natural history and cultural resources records are composed of two parts: a white paper original copy and a blue paper working copy (both archival quality paper). The 10-254-CR (1-part) is made with a thicker stock white paper and is used in an optional hard copy classification file. Printing museum catalog cards is optional if the electronic data submitted to the National Catalog meet the criteria in the Museum Handbook, Part II, p. 3-59a (Revised 1995).

- **Form 10-255, Accession Folder** - Required for filing documents pertaining to an accession; printed on the front is a checklist of all documentation needed for an accession. It is archival in quality and comes in letter size only. *Unit of Issue: Package of 250.*
- **Form 10-256, Accession Book** - Bound book with double page entries. The paper is 100% rag for permanence.
- **Form 10-830, Deed of Gift** - This form is a legal record required to document donations to the NPS. *Unit of Issue: Package of 100.*
- **Form 10-254, Working Copy Binders** - A green cloth-covered post binder used to contain the blue working copies of the Museum Catalog Record that are retained in the park.
- **Binder Posts for Form 10-254** (one pair per binder) - 3" post holds 500 working copy records.
- **Gift Acknowledgement Certificate** - This form is presented to a donor to acknowledge gifts of significant value.
- **Forms with Chapters 5 and 6 of the Museum Handbook, Part II, Museum Records** - The following forms are included in the new Chapter 5: Outgoing Loans and Chapter 6: Deaccessioning. These chapters, issued in 1995 and 1996, include full-sized copies of the forms for duplication by the park. Additional master copies of the forms can be obtained upon request from the Museum Management Program.



## TOOLS OF THE TRADE

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Form 10-127 (Rev.)	Outgoing Loan Agreement
Form 10-127a,	Conditions for Outgoing Loans
Form 10-417,	List of Objects
Form 10-637,	Object Condition Report
Form 10-640,	Outgoing Loan Folder Cover Sheet
Form 10-641,	Outgoing Loan Extension
Form 10-642,	Deaccession Book
Form 10-643,	Deaccession Form
Form 10-644,	Deaccession Folder Cover Sheet

- Natural History Labels - See Section V, "Natural History Supplies."







# TOOLS OF THE TRADE

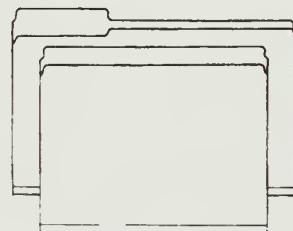
## III. STORAGE CONTAINERS

Archival collections should be stored in the appropriate archival quality storage containers listed below. The pH of archival papers is 7.0 for acid-free, unbuffered and between 8.0 and 10.0 for acid-free, buffered. Plastic containers have a pH of 7.0. Consult Museum Handbook, Part I and COG 4/9 "Buffered and Unbuffered Storage Materials" on whether to use buffered or unbuffered tissue, paper containers or plastic containers. Do not use buffered folders for blueprints, cyanotypes, or color photographs.

### *Archival File Folder (2 sizes)*

Letter 9-5/8"H x 12-1/2"W  
Legal 9-5/8"H x 14-3/4"W

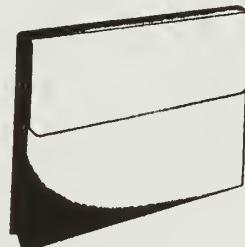
Acid-free and buffered folders to contain and protect historic documents. Available in two sizes.



### *Expanding Manuscript Folder (2 sizes)*

Letter 10-1/4"H x 12-1/4"W  
Legal 10-1/4"H x 14-3/4"W

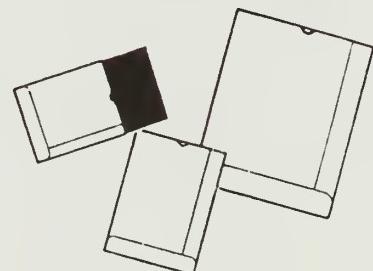
An acid-free and buffered folder with an envelope pocket having a pleat that expands to over an inch. Used to contain documents in archival file folders grouped together as part of an organic collection or series. Comes in letter and legal sizes.



### *Archival Photo Enclosure, Sleeve Type (4 sizes)*

4-3/8"H x 5-3/8"W  
5-3/8"H x 7-3/8"W  
8-1/2"H x 10-1/2"W  
11-1/2"H x 14-1/2"W

Sleeve-type enclosures are open on one end and are acid-free and unbuffered to provide acceptable archival storage for all historic photographic prints and negatives except cellulose nitrate negatives. Recommended only when space is at a premium and minimum thickness of the envelope is required. (In general, 4-fold photo enclosures as shown on the next page provide the best protection. However, they are thicker.) Buffered enclosures should be used only with cellulose nitrate negatives.



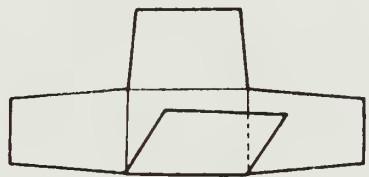


# TOOLS OF THE TRADE

## *Archival Folding Type Photo Enclosure, 4-fold (4 sizes)*

4-1/16"H    x    5-1/16"W  
5-1/16"H    x    7-1/16"W  
8-1/16"H    x    10-1/16"W

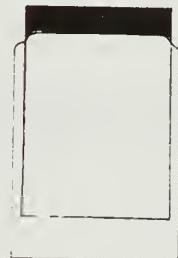
These enclosures are made of unbuffered high alpha cellulose (high purity) paper. They have four flaps that fold in, enclosing the photograph, thus preventing it from inadvertently slipping out. The enclosure also prevents possible scratching of the surface when placing it into or removing it from a sleeve type envelope. The extra flaps create an extra thickness per envelope and are not recommended when storage space is limited. These enclosures are suitable for all photographic prints, negatives, transparencies, and slides except cellulose nitrate negatives.



## *Polyester (Mylar®) Envelope (4 sizes)*

4"H    x    5"W  
5"H    x    7"W  
8"H    x    10"W  
11"H    x    14"W

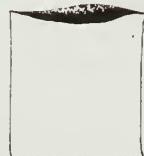
Made of clear, chemically inert, plastic. Available in the same sizes as the photo enclosures. These envelopes are of sleeve-type construction. These non-reactive Mylar envelopes are recommended for storing fragile paper documents and photographic prints that require frequent viewing. Do not use with photographic materials when the humidity of the storage space is not under good control.



## *Foil-lined Envelope*

12"H    x    15"W

These paper-and-foil enclosures are used to contain cellulose nitrate negatives after the negatives are placed in buffered photo enclosures. The foil-lined envelopes are heat sealed with a plastic sealer or tacking iron and then placed in document boxes for cold freezer storage. Do not use in cool refrigerator storage.



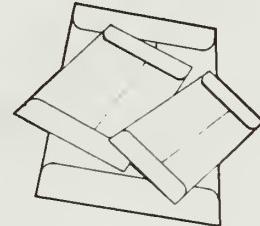


# TOOLS OF THE TRADE

## *Buffered Document Envelope (3 sizes)*

6"H      x    9"W  
9"H      x    12"W  
11-1/2"H    x    15"W

Envelopes with an opening and a flap on one side and a seam down the center of the envelope for storage of archival paper documents. Made of acid-free, buffered paper. Do not use with photographic materials or blueprints because the center seam can compress the photograph's emulsion surface and the buffering can be incompatible.



## *Archival Map Folder (4 sizes)*

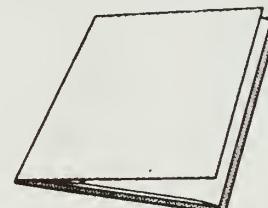
16"W      x    20"L  
20"W      x    24"L  
24"W      x    36"L  
36"W      x    48"L

These large, heavy-stock folders may be used with maps or other large documents or photographs in print boxes or map cases. Blueprints should be covered front and back with a sleeve or folder of Mylar before being placed in buffered folders.

## *Rare Document Folder*

9"H      x    11-1/2"W

Acid-free and buffered enclosure with folding flaps and a heavy card-stock cover that gives full containment and extra physical protection for extremely rare, fragile, or sensitive paper documents. Do not use on blueprints.



## *Archival Interleaving Paper (3 sizes)*

11"W      x    14"L  
16"W      x    20"L  
20"W      x    24"L

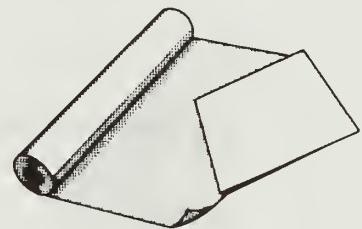
Acid-free and buffered 20 lb. bond paper used to separate paper documents and artwork within print boxes. Do not use on blueprints, cyanotypes, or color photographic negatives, prints, or transparencies.



# TOOLS OF THE TRADE

## Polyester Film (Mylar®)

A clear, flexible, chemically inert plastic used to encapsulate documents by joining sheets with double-faced tape around the edges. Ideal for documents that need physical support. An additional advantage is that the document may be viewed from both sides without directly touching it. It is available in 36" width rolls that are 25' long. Do not routinely encapsulate clippings; instead photocopy onto acid-free paper.



## Double-faced Tape

A special tape made with acrylic adhesive that is used to join pieces of mylar when encapsulating historic documents. Roll is 1/4" wide and 36 yards long.

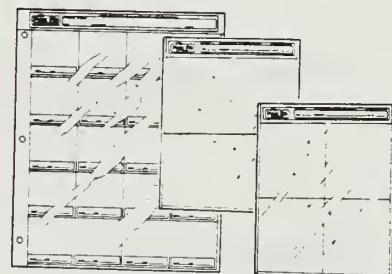


## Polyethylene Looseleaf Slide, Film Strip, and Photo Pages

- 2" x 2" slides
- 35mm film strip
- 4" x 5" photos
- 5" x 7" photos

8-1/2"W x 11"H inert plastic pages designed with pockets for holding various sizes of photographic materials in a looseleaf binder format. **Unit of Issue: Box of 100 pages.**

Do not use yellowed polyethylene pages – instead return such items to the source as they may be contaminated with damaging chemicals.



## Acid-free Tissue (Buffered and Unbuffered)

- Buffered Tissue
- Unbuffered Tissue

Buffered tissue in 20"W x 30"L sheets is used to give three-dimensional form to garments of cotton and other plant-derived fabrics and to cover or wrap basketry, metals, and textiles. Good general purpose packing and lining material for wood and metal objects. Do not use with photographs, blueprints, or objects made of animal derived (proteinaceous) materials, such as leather, silk, or wool.

Unbuffered tissue in 24"W x 36"L sheets is used in the same way as buffered tissue, but specifically with photographs, blueprints, and objects made of wool, silk, leather, and horn.



# TOOLS OF THE TRADE

## *Archival Copy Paper*

8-1/2"W    x    11"L sheets

A 25% rag paper that is made for maximum permanence. Used for copying documents for long-term preservation. *Unit of Issue: Package of 500 sheets (ream).*

## *Archival Photo Album*

An archival-quality three-ring binder made to hold pages of acid-free and buffered paper or polyethylene pages.



## *Interlocking-Seal Plastic Bag [Ziplock™] (4 sizes)*

4"H    x    4"W  
6"H    x    6"W  
8"H    x    8"W  
12"H   x    12"W



Bags made of clear, chemically inert polyethylene that have an interlocking seal closure. Used to contain archeological materials in archival boxes, fragments of objects, and photographic materials suitable for cold storage.

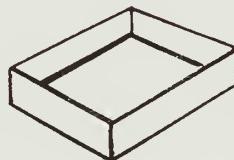
## *Plastic Marking Pen*

A pen with special permanent ink made for writing on polyester, polyethylene, and other plastics.



## *Specimen Tray (7 sizes)*

1.800"W   x   2.925"L   x   1.0"D  
2.925"W   x   3.625"L   x   1.0"D  
3.625"W   x   5.850"L   x   1.0"D  
5.850"W   x   7.250"L   x   1.0"D  
7.250"W   x   11.700"L   x   1.0"D  
11.700"W   x   14.500"L   x   1.0"D  
5.850"W   x   29.000"L   x   1.0"D



Originally made of chipboard and covered with white chromium paper, these trays now are made of buffered, acid-free board covered with an archival white paper. These are the standard containers for holding artifacts while in storage. They are available in the modular system of sizes listed above, allowing a variety of different configurations to fit snugly within the drawers of NPS museum cabinets.

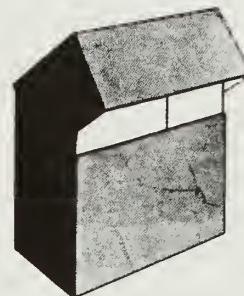


# TOOLS OF THE TRADE

## *Archival Document Box (2 sizes)*

Letter	12-1/2" L	x	10-1/2" H	x	5" D
Legal	15-1/2" L	x	10-1/2" H	x	5" D

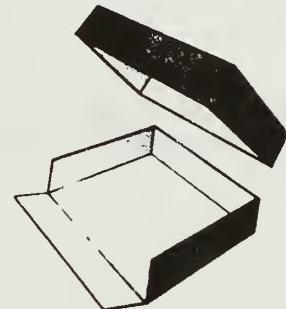
Made of acid-free and buffered board providing protection for documents placed in file folders. Internal capacity is five linear inches (or approximately 800 sheets).



## *Archival Print Storage Box (3 sizes)*

11-1/2" W	x	14-1/2" L	x	3" D
16-1/2" W	x	20-1/2" L	x	3" D
20-1/2" W	x	24-1/2" L	x	3" D

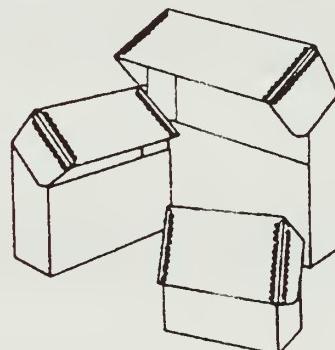
These drop-front boxes are made of acid-free, buffered board and are designed for flat storage of unframed artwork, prints, larger photographs and documents. Do not use with glass plate negatives. A box will hold up to 350 sheets, depending upon whether they are sleeved, matted, or foldered.



## *Archival Photo Enclosure Box (3 sizes)*

4" H	x	5" L	x	2-1/2" D
5" H	x	7" L	x	2-1/2" D
8" H	x	10" L	x	4" D

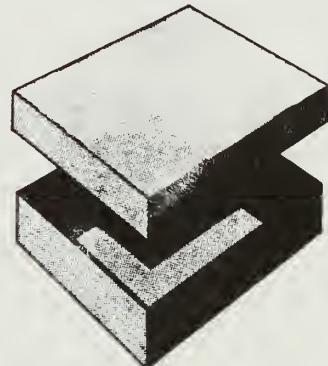
Boxes of acid-free and buffered board made to contain photographic enclosures and Mylar envelopes listed earlier in this section. The capacity depends upon the photographic process and how they are housed, but would range between 50-200 images.



## *Textile Storage Box*

18" W	x	30" L	x	6" D
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Made of acid-free, buffered board with a full telescopic lid. It is a good storage container for smaller textiles and also is a chemically safe, general purpose container for most light-weight artifacts. The manufacturer can provide custom sizes to parks placing special orders.



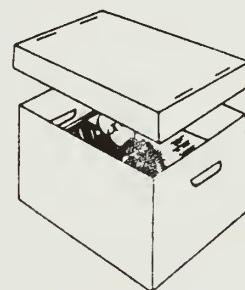


# TOOLS OF THE TRADE

## ***Archival Record Storage Box***

10"H      x    12"W    x    15"L

Acid-free and buffered corrugated fiberboard box with separate telescoping lid used to store documents in folders. The capacity is nominally one cu. ft. or about 2,000 pages.



## ***Plastic Artifact Storage Box***

10"H      x    12"W    x    15"D

Chemically inert corrugated polypropylene or polyethylene box with separate telescoping lid used for storage of archeological materials. A heavy duty box that will not deteriorate if accidentally exposed to moist conditions.

## ***Rare Book Box***

This box is made of buffered high alpha cellulose paper board and comes in a variety of sizes. It is used to contain scrapbooks, albums and rare books with red rot (flaking or powdering leather), damaged spines, or loose covers. Each box consists of two boards. The width of one board matches the width of the book and the width of the other board matches the length of the book. Each board is scored every  $\frac{1}{4}$ " for folding so that the box can be adjusted to the thickness of the book. Boxes are closed with velcro or string fasteners.

***Special Boxes, Envelopes, Folders, and other containers*** can be custom made by many manufacturers. If you have special requirements, the Museum Management Program can direct you to sources for special containers.







# TOOLS OF THE TRADE

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## IV. SPECIALTY CURATORIAL ITEMS

### ***White Cotton Gloves***

100% cotton gloves worn when handling metal and paper artifacts. Gloves prevent acid and salts on the hand from contaminating metal artifacts. These gloves may be washed and reused.

### ***White Cotton Sure-Grip Gloves***

Cotton gloves with vinyl dots covering the gripping surface to provide a secure grip for use when handling objects with highly polished surfaces. Also provides the same benefits as regular white cotton gloves. These gloves may be washed and reused.

### ***Plastic Gloves***

Thin copolymer plastic gloves for use when handling conservation chemicals, objects with surfaces that would snag cotton gloves, and natural history specimens that may be treated with poisonous chemicals. Copolymer plastic will not allow chemicals to contact the skin. One size fits all.

### ***Dust Cover Cloth***

Cotton and/or polyester cloth in 40-yard length, 36" wide bolts. Used to make dust covers for steel shelving or for individual objects and furnishings. See COG 4/2, "Dust Covers for Open Steel Shelving," for details on fabricating covers. Ceramic magnets can be used to fasten covers to metal shelving.

### ***Plastic Screen***

A section of nylon mesh screen is to be used when vacuuming textile objects in a park collection, after consultation with a conservator. This screen material is found in most hardware stores as plastic screen for screen doors and windows. The edges should be taped to prevent screen from catching on fabric being cleaned. Make sure the tape adhesive is not exposed to prevent it from contacting museum objects.

### ***Polyethylene Sheeting***

Clear plastic sheet in 4-6 mil thickness used to fabricate dust covers. Available at local building materials suppliers in a variety of widths, lengths, and thicknesses, or from GSA in 10' and 16' wide rolls, 100' in length.



# TOOLS OF THE TRADE

## Furniture Paste Wax

### Butchers Wax

### Staples Wax

A blend of synthetic and natural waxes for furniture care. Use Butchers wax for light colored woods, and Staples wax for dark colored woods. See COG 7/2, "Waxing Furniture and Wooden Objects."

## Respirator

Equipped with National Institute for Occupational Safety and Health (NIOSH) approved organic vapor cartridges (filters) to protect personnel from fumes when handling chemicals used in curation (e.g., lacquer in confined spaces or when using conservation solvents and cleaners). Use of the respirator should be in accordance with *Loss Control Management Guideline* (NPS-50), Chapter 32, and the Museum Handbook, Part I, Chapter 11.



**NOTE:** The cartridges (filters) supplied with the respirator provide protection against only organic vapors. Park staff requiring protection against other kinds of hazardous agents (e.g., Hantavirus and asbestos) need to order approved NIOSH cartridges for those specific agents.

## Vacuum Cleaner

A vacuum with variable suction capability is required for general curatorial housekeeping and/or cleaning of textiles. The park will need to match an appropriate style and brand to collection needs. The Electrolux® Classic and Eureka "mighty mite®" both have variable suction and have proven successful for museum use. Other styles may be appropriate for the individual park's needs. A backpack vacuum or vacuum with bumper pads may be appropriate for a park with furnished historic structures. A water filtered style for parks with extreme dust problems or a computer keyboard vacuum for small exhibits may prove useful as well. Specialized vacuums equipped with high-efficiency particulate air (HEPA) and activated carbon filters are available for special applications requiring collection of the very finest dust particles. Vacuums are generally on Federal Supply Schedule.

## Dusting Brush

Small 9" brush [GSA NSN #8020-00-409-3000]

Large 14" brush [GSA NSN #7920-00-291-5812]



Large 14" brush with soft 2" horsehair bristles and wooden handle; small 9" brush with extremely soft 1" squirrel bristles. Both brushes can be purchased from GSA. Used to remove dust from furnishings and objects. Do not use with paintings, pastels, gilded frames, and objects with flaking or unstable surfaces.





# TOOLS OF THE TRADE

## *Acid-free Tag*

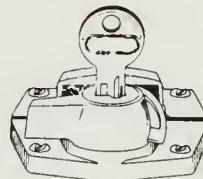
Rectangular 1½"W x 3"L acid-free paper tag for attaching to objects. Used for temporary marking of objects during the accessioning process.

## *Polyethylene Drawer Liner*

1/4" thick pads cut to the inside dimensions of a standard cabinet drawer. They are made of a chemically inert, closed-cell polyethylene foam that will cushion artifacts from contact with metal drawers and shelves, and protect metal drawers and shelves from scratching by heavy artifacts, such as rock specimens and metal objects. They also can be used for cavity packing to prevent objects from sliding in trays. Closed-cell polyethylene will not absorb water. Provided in boxes of 25 sheets.

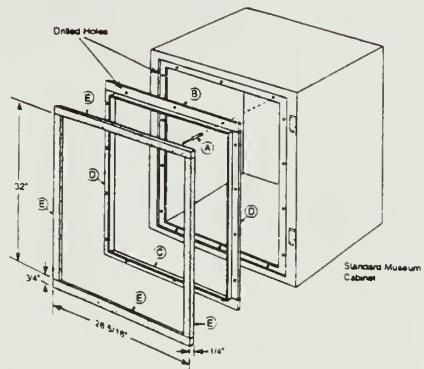
## *Sash Lock*

The lift-off doors on older standard museum cabinets in parks often lack a locking device. Installing a keyed sash lock adds security for these cabinets. Fits all cabinets in NPS modular-size system. Also available from local hardware stores and locksmiths.



## *Retrofit Gasket Kit*

Many older specimen cabinets may be in good condition, but have a pressure-sensitive polyurethane gasket seal. These gaskets deteriorate over a period of time and need replacement. This kit uses a more stable synthetic gasket that is mechanically attached using a pop riveting tool. The replacement cabinet gasket is expected to last the life of the cabinet. See COG 4/3, "Installing the Retrofit Gasket Kit."





# TOOLS OF THE TRADE

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## *Cabinet Platform*

Cabinets should be raised on platforms or casters off the floor at least 6" to allow cleaning underneath and monitoring for pests. Elevating cabinets also will reduce damage to cabinets and contents if flooding should occur. Platforms can be constructed of wood or metal. Most manufacturers of museum cabinets make adjustable metal platforms, which are offered with caster wheels as an available option. Museum Management Program can provide drawings illustrating the construction of wooden platforms. **NOTE:** Exercise care when moving cabinets that are stacked two-high on casters in order to prevent pushing over the top cabinet.

## *Conservation Supplies*

Consult with NPS conservators and for System Support Office curatorial staff for guidance on the proper use of and sources for conservation supplies such as: solvents, polishes, cleansers, surface coatings, and detergents.

## *Museum Publications*

- Museum Handbook, Part I: Museum Collections, with binder
- Museum Handbook, Part II: Museum Records, with binder
- Museum Handbook, Part II: Museum Records, Appendix H, Natural History and the Hierarchical Classification Outline, with binder
- Automated National Catalog System (ANCS) Manual, with binder
- Conserve O Gram series, with binder
- Tools of the Trade
- The Revised Nomenclature for Museum Cataloging (A Revised and Expanded Version of Robert G. Chenhall's System for Cataloging Man-Made Objects) by James R. Blackaby, Patricia Greeno, and the Nomenclature Committee (AASLH Press), 1988. **NOTE:** Supply is limited.





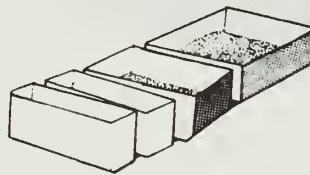


# TOOLS OF THE TRADE

## V. NATURAL HISTORY SUPPLIES

### *Insect Pinning Tray, Cornell type (4 sizes)*

1-1/8"	W	x	4-3/8"	L	x	1-5/8"H
1-13/16"	W	x	4-3/8"	L	x	1-5/8"H
3-5/8"	W	x	4-3/8"	L	x	1-5/8"H
4-3/4"	W	x	7-5/16"	L	x	1-5/8"H



Constructed of .05" thick cardboard and covered with acid-free white chrome paper. On the inside bottom is a rigid polyethylene foam liner to mount pinned insects.

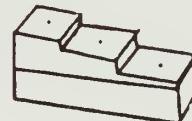
### *Insect Pins (4 sizes)*

Size 000  
Size 1  
Size 4  
Size 6

Stainless steel pins for mounting insects.

### *Insect Pinning Block*

Wooden block used to position insects and labels the appropriate distance from top of pin, before they are put in pinning trays.



### *Insect Spreading Board*

Used to spread winged insect for drying in the correct position; wooden.



### *Herbarium Portfolio*

Used when plant collection is too small to warrant a herbarium cabinet. It holds up to 60 11 1/2"W x 16 1/2"L mounting sheets.

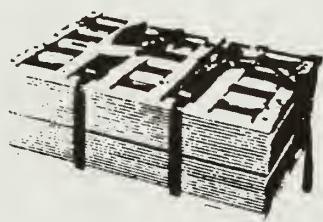




# TOOLS OF THE TRADE

## ***Plant Press***

Consists of pressboard, wood frame, and cloth webbing straps; measures 12"W x 19"L. Used to press and dry plant specimens.



## ***Plant Press Drier***

Non-archival 12"W x 19"L blotting paper (component of plant press).

## ***Plant Press Ventilator***

Non-archival 12"W x 19"L corrugated cardboard sheets (component of plant press).

## ***Herbarium Mounting Sheet***

An 11½"W x 16½"L sheet of white, acid-free and buffered paper stock used to mount plant specimens.

## ***Herbarium Adhesive***

A polyvinylacetate glue used to affix plant specimens onto mounting sheets (8 oz.).

## ***Herbarium Mounting Tape***

A white cloth tape with water activated adhesive used to affix plant specimens onto mounting sheets.

## ***Herbarium Folder***

A folder measuring 16-5/8"L x 12"W, when folded; made of acid-free and buffered heavy-stock paper; will hold up to 100 mounting sheets with specimens.



# TOOLS OF THE TRADE

## ***Herbarium Fragment Folder***

An acid-free and buffered paper enclosure used to contain plant specimen fragments. Affixes to the mounting sheet where the specimen itself is mounted.



## ***Specimen Vial***

Flint glass vials in a variety of sizes are suitable for containing small insects, beads, etc.

## ***Specimen Jar***

Jars are used to contain wet specimens of vertebrates, invertebrates, and plants in an alcohol solution.

## ***Hydrometer***

A calibrated glass tube filled with lead shot used to determine the specific gravity of alcohol solutions for the preservation of wet specimens.



## ***Porcelain Streak Plate***

Used to identify and determine characteristics of mineral specimens.

## ***Natural History Labels***

Illustrations of and instructions for completing these labels are provided in Museum Handbook, Part II, Museum Records. ***Unit of Issue for all labels is 50 except for Form 10-509, which is 1,000.***

- Form 10-500 Wet Specimen Label***
- Form 10-501 Vertebrate Label***
- Form 10-502 Skull Vial or Box Label***
- Form 10-503 Invertebrate Specimen Label (Large)***
- Form 10-504 Geology Label***
- Form 10-505 Paleontology Label***
- Form 10-506 Wet Plant Label***
- Form 10-507 Invertebrate Label (Small)***
- Form 10-508 Egg Box Label***
- Form 10-509 Insect Label***
- Form 10-510 Annotation Label***
- Form 10-511 Mineral Label***
- Form 10-512 Herbarium Label***







# TOOLS OF THE TRADE

## VI. MUSEUM CABINETS, SHELVING, AND STORAGE RACKS

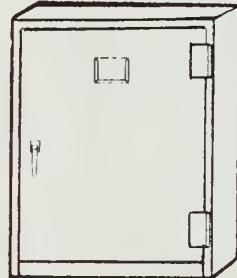
Probably the single most effective action that can be taken to preserve a collection is to store it in specialized museum storage equipment. Specialized museum cabinets have synthetic gaskets that create an interior microenvironment that buffers temperature and relative humidity fluctuations, prevents insect and vermin infestations, and prevents damage caused by light, dust and pollutants. A locked cabinet also will provide the contents some degree of security. Shelving units are used to store objects too large or heavy to fit within museum storage cabinets. Special racks will accommodate hard-to-store objects.

The first three cabinets listed here are the primary cabinets of the National Park Service and form a modular system that allows easy and efficient organization of storage space. See COG 4/1, "Museum Storage Cabinets."

### *Standard Museum Cabinet*

36-7/8"H x 29"W x 32"D

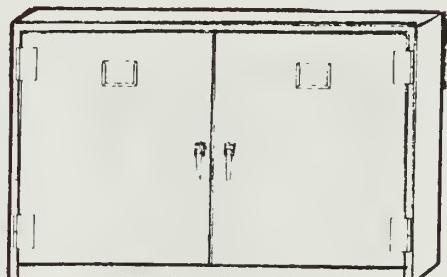
A steel, heavy-duty, general purpose artifact storage cabinet equipped with a lift-off, swing-type door. The swing door has a keyed lock in the handle. A synthetic gasket creates a protective microenvironment within the interior. Its maximum capacity is 16 drawers (measuring 1-7/8"H x 24-15/16"W x 30"D). Maximum weight capacity per drawer is 50 pounds. Cabinets can be stacked two high.



### *Doublewide Museum Cabinet*

36-7/8"H x 58"W x 32"D

A steel, heavy-duty, general purpose artifact storage cabinet twice the width of a standard cabinet. It is designed for flat storage of lighter, larger artifacts such as garments, textiles, study skins, and ethnographic materials. It has double lift-off, swing-type doors and a locking mechanism in one handle. The gasket is the same as in the standard cabinet. Its capacity is 16 drawers (measuring 1-7/8"H x 52-3/4"W x 30"D). The weight limit per drawer is 50 pounds. Cabinets can be stacked two high. Do not stack two standard cabinets on a doublewide cabinet because the weight of standard cabinets can deform the doublewide. However, a doublewide can be stacked on two standard cabinets.



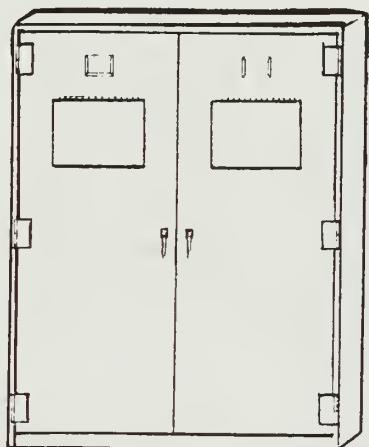


# TOOLS OF THE TRADE

## *Wardrobe Museum Cabinet*

78"H x 58"W x 32"D

A steel cabinet the size of four standard cabinets stacked two on two. It is designed to store garments having enough structural strength to be hung on padded hangers. A microenvironment is created using a synthetic gasket. The cabinet comes with a hat shelf and closet rod. The large open interior can be adapted by using racks to store rolled textiles. Some manufacturers make these cabinets with stock racks, shelves, and drawers for greater flexibility in utilizing the interior.



## *Visual Storage Case (3 sizes)*

84"H x 39-1/2"W x 16-5/8"D

84"H x 39-1/2"W x 22-5/8"D

84"H x 51-1/2"W x 22-5/8"D

This case is used to store inorganic objects significant enough to justify visual storage. Objects can be exhibited and stored safely at the same time. The case has lift-off swing double doors with locking handles. It has six adjustable shelves. The four viewing panels in the doors may be made of either ultra-violet light filtering Plexiglas® or safety glass. A case with UV filtering Plexiglas can be used for rare book storage. When visible light and UV radiation conditions are appropriate, the case can be used to store organic objects, such as baskets, hats, and headdresses.

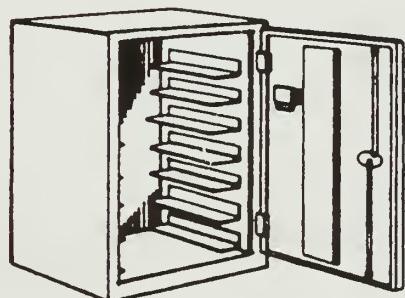


## *Entomology Cabinet (2 sizes)*

51-5/8"H x 21-3/4"W x 22-3/4"D

84" H x 23" W x 20-7/16"D

The 51-5/8"H steel unit has 15 drawers on glides. The 84-1/8"H steel unit has 24 drawers on glides. Both have a gasket, a locking door handle, and label holder on the door. Both use Cornell-style drawers, that hold insect pinning trays in a system of modular sizes.



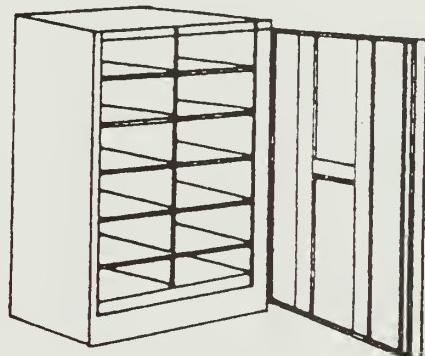


# TOOLS OF THE TRADE

## *Herbarium Cabinet (2 sizes)*

40" H x 29-1/8"W x 19-1/8"D  
84-1/8"H x 29-1/8"W x 19-1/8"D

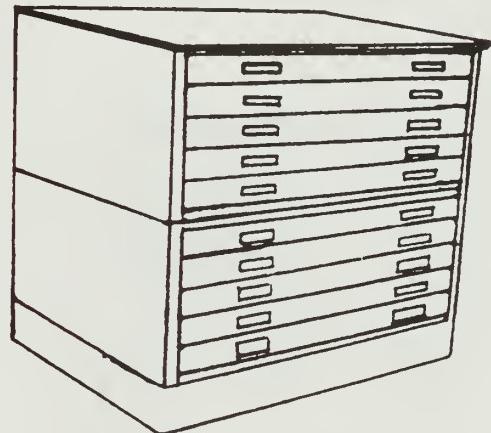
The 40" H cabinet has 12 compartments. The 84-1/8"H cabinet has 26 compartments. This steel single-door cabinet has a gasket, locking door handle, and label holder on the door.



## *Map and Plan Filing Cabinet*

53-3/4"W x 41-7/16"D (Height according to the number of 5-drawer units)

A steel cabinet with large, flat storage drawers obtained through GSA or commercial vendors. It comes in three sizes, but the largest size is generally recommended. The height varies with the number of units that are stacked. Each five-drawer unit measures approximately 15-3/8" H. The cabinet comes in multiples of five drawer units, a base, and a top, and can be used for storing large historic maps, prints, and documents. The cabinet should have metal, not plastic, ball bearings.



For proper protection the items should be placed in acid-free map folders before storing in the cabinet. Map cabinets have drawer flaps to hold down contents when the drawer is opened or closed. Cabinets of recent manufacture may have flaps that are made of vinyl or vinylized canvas. The vinyl may be polyvinyl chloride, which can harm objects. Contact the Museum Management Program for further instructions if vinyl flaps are encountered in new or existing cabinets. Blueprints should be stored separately from other collection objects because of the potential for them to off-gas harmful vapors.

Do not stack more than three 5-drawer units together. Stacking more can lead to collapse of the lower units. Also be certain the floor can support these cabinets before using any of them.

## *Large Flat Storage Cabinet*

Source data is available for a company that custom builds a counter-height cabinet with drawer sizes up to 10'W x 5'D for storage of oversized historic maps and blueprints.



# TOOLS OF THE TRADE

## *Utility Cabinet*

78"H x 36"W x 18"D

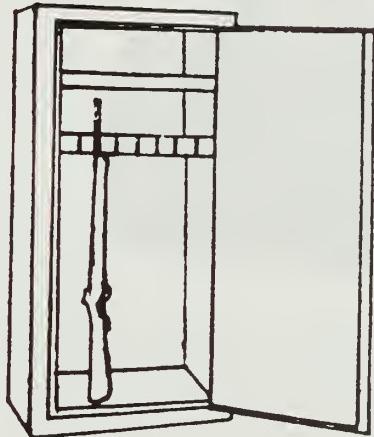
A metal cabinet with six adjustable shelves for storing museum supplies and natural history wet specimens.  
FSN 7125-00-269-8534.



## *Gun Cabinet*

80"H x 30"W x 24-1/2"D

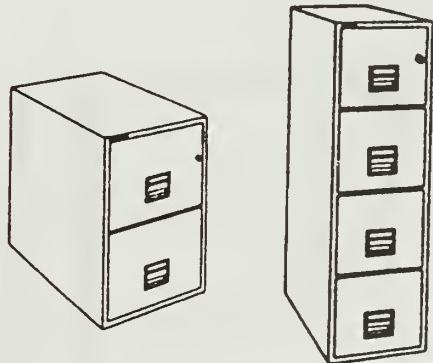
A high security heavy-duty steel gun cabinet with a vault door that provides high security for valuable firearms collections. The door has a combination lock. The cabinet holds long-arms measuring up to 78" in length on special NPS Plexiglas® museum gun assemblies that have 17 gun and 30 gun capacities. The 17 gun capacity assembly supports the gun at the stock buttplate and separates the gun barrels. The 30 gun assembly provides support and separation only of the gun barrels, not of the butts.



## *Fire-Resistive (Insulated) Filing Cabinet (2 sizes)*

28-7/8"H x 20-3/4"W x 32-15/16"D  
55-1/4"H x 20-3/4"W x 32-15/16"D

The 28-7/8"H cabinet has two drawers; the 55-1/4"H cabinet has four drawers. This insulated metal cabinet with a high security combination or keyed lock carries an Underwriters Laboratory (UL) rating of (350°F-1 hour). This cabinet is required to house the park's museum records. Highly valuable documents and photograph collections may also be stored within but archival boxes, not insulated cabinets, are recommended for general archival storage. For further information, see "Filing Cabinets and Safes for Protection of Paper Records, Computer Media, and Photographic Records from Fire" by John E. Hunter, *CRM Bulletin Supplement*, Vol. 16, No. 5, 1993. 8 pp.





# TOOLS OF THE TRADE

## *Media Safe, File, and Insert*

Typical dimensions: Safe 59" H x 24" W x 28-3/4"D  
File 53-9/16"H x 19-5/8"W x 31" D  
Insert 5-7/8" H x 10-3/4"W x 17" D

UL-rated (125°F - 1 hour) containers for the protection of plastic-base magnetic media (computer tapes/disks and audio/videotapes) against damage by fire. To meet the 125°F-1hour rating the media insert must be used within a UL-rated 350-1hour fire-resistive filing cabinet. These containers are required for housing computer diskettes and tapes produced during the record keeping process. These containers may also be used to hold photographic negatives and slides. For further details and illustrations, see the article cited on previous page.

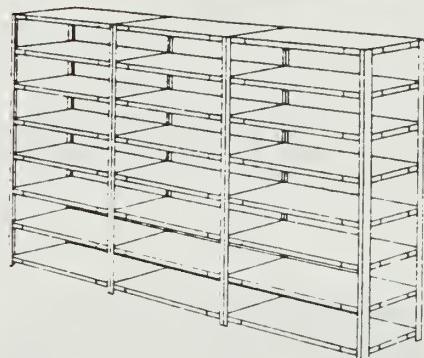
## *Art Storage Rack*

There are a number of brands of racks for storing framed artwork that vary in cost, capacity, and complexity. Advice on selecting the most appropriate racks is available. See COG 12/1, "Storage Screens for Paintings."



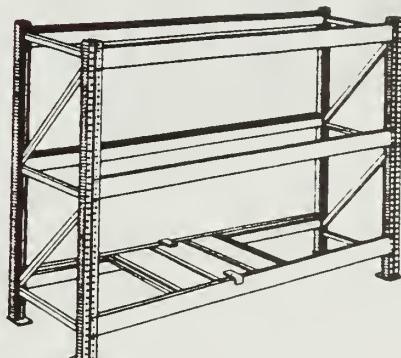
## *Steel Shelving Unit*

Available in a variety of sizes ranging from 75"H x 24"W x 12"D up to 147"H x 48"W x 36"D; can hold up to 1,200 pounds per shelf. This type of shelving is used for storing artifacts too large or heavy to fit within specimen cabinets.



## *Pallet Rack*

A heavy-duty rack with heights up to 14' and widths of 4' to 16'; depths of 36" and 48". Used to store extremely large and heavy objects. Shelves can support weights up to 20,000 pounds.

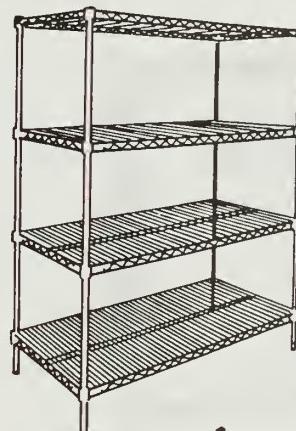




# TOOLS OF THE TRADE

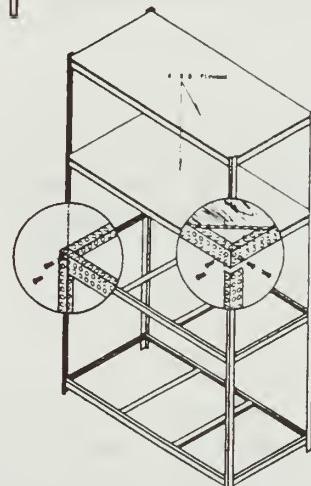
## **Wire Shelving**

A heavy-gauge, chrome plated carbon or stainless steel wire rack ranging in size from 24"W x 14"D up to 72"W x 24"D. Rack heights vary from 14-1/2" up to 86-5/8". This versatile shelving system can be used to house archival materials in document and print boxes. Casters are available when movable shelves are desired.



## **Slotted Angle Rack**

These racks are constructed using Dexion® or other slotted metal angle that can be custom cut by the user. This angle allows special configurations and construction of racks for extra large artifacts or for fitting racks within specific space requirements. Steel shelves are available from the manufacturers or users can custom make shelves of plywood coated with a two-component water based epoxy or a single component, water based, aliphatic urethane paint.

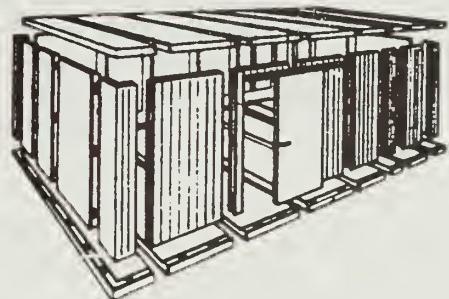


## **Compacting (Moveable-Aisle) System**

Moveable hand-operated, mechanical-assisted or electrically-operated carriages for museum cabinets or shelving units that can be compressed to eliminate aisles between carriages. Space for only one aisle is needed to access any carriage.

## **Insulated Modular Structure**

A prefabricated building system of superinsulated, foam core, metal-sheathed panels, which can be assembled inside of a building to create a collection storage facility that is economical to construct, efficient to operate and effective in creating appropriate environmental conditions. The system uses components as illustrated to quickly create a storage area. A building can be fitted with utilities and HVAC systems. Manufacturers are on Federal Supply Schedule contracts and offer a GSA price that is approximately half that of the retail price. The usable life of a building is expected to exceed 25 years, though formal longevity tests have not been conducted.





## TOOLS OF THE TRADE

### ***Flammable Liquid Storage Cabinet***

Available in a variety of sizes from 22"H x 17"W x 17"D to 67"H x 34"W x 34"D. Designed to comply with Occupation Safety and Health Administration requirements (29 CFR 1910.106d) and National Fire Protection Association specifications for safety of staff and property. Recommended for storage of flammable or corrosive curatorial cleaning supplies and conservation solvents outside collection storage areas. The cabinet should be vented to the outside according to instructions provided with the cabinet.



### ***Frost-Free Freezer for Nitrate Negative Storage***

Cold storage conditions (below 32°F) in a frost-free freezer is recommended for short-term storage of nitrate negatives until the ultimate disposition of the materials can be determined and accomplished. Negatives should be placed in appropriate buffered paper enclosures, foil-lined or moisture resistant plastic envelopes and boxes.

### ***Frost-Free Refrigerator for Color Photographic Materials Storage***

Color photographic materials should be stored in cool storage conditions (33°-40°F) in a frost-free refrigerator. The materials should be placed in appropriate nonbuffered paper enclosures, foil-lined or moisture resistant plastic envelopes and boxes. Do not use the freezer compartment of the refrigerator for storage because it experiences unacceptable temperature fluctuations during the frost thaw cycle.

**NOTE:** The equipment listed in this section is in general use throughout the National Park Service. However, many manufacturers will build additional types of specialized equipment to NPS specifications. If a park has special storage needs, contact the System Support Office Curator or the Museum Management Program to get technical assistance in finding sources to meet specific requirements. The Museum Management Program has designed wooden and metal racks to meet specific storage needs and can provide drawings to illustrate solutions for problem storage situations, such as boat cradles and racks for bed frames and doors.







# TOOLS OF THE TRADE

## VII. ENVIRONMENTAL MONITORING AND CONTROL APPARATUS

A beneficial environment contributes to the preservation of museum objects. In order for parks to accurately monitor and control conditions of relative humidity (RH), temperature, light, biological pests, and air pollutants. A variety of instruments and devices are recommended.

### *Humidity Indicator Strip*

A 4-1/4" x 1-1/2" paper strip with cobalt-chloride blotter segments that change color to indicate RH. These strips are an economical, reasonably accurate means of monitoring RH in special enclosures, exhibit cases, and museums cabinets.



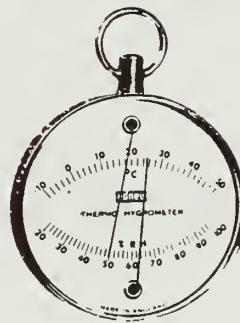
### *Hygrometer*

A dial instrument that indicates RH. Can be calibrated. Used in storage and exhibit areas when a hygrothermograph is unavailable. A hygrometer is not a recording instrument; therefore, a written log of periodic observations must be maintained to create a record of conditions. Use the 2" diameter hygrometer in exhibit cases and the 4" in storage areas.



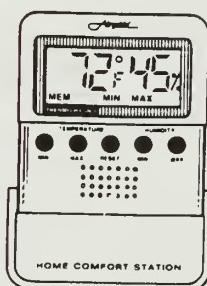
### *Thermo-Hygrometer 2"*

A dial instrument that indicates both RH and temperature. Can be calibrated. Requires a written log of observation. Used in exhibit cases.



### *Thermo-Hygrometer (Maximum/minimum)*

A battery operated electronic instrument used to measure air temperature and RH. Readings need to be recorded manually. Generally, it is hung on a wall.

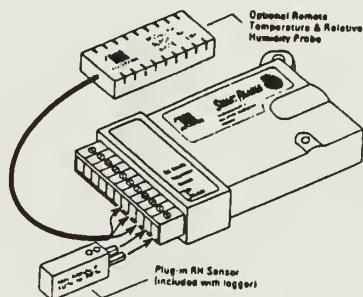




# TOOLS OF THE TRADE

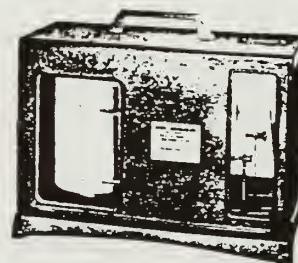
## Datalogger

A small battery powered device that electronically measures and records RH and temperature for periods of up to one year. Data then is downloaded into a computer via a special cable where a program analyzes the data and produces illustrative charts. Also can be fitted to record light levels. See COG 3/3 (Sep 95), "Datalogger Applications in Monitoring the Museum Environment" for additional information.



## Hygrothermograph

An instrument for monitoring temperature and RH. Records conditions for periods of one week or one month on a rotating chart driven by either a spring wound or battery-operated clock. The size and color of the instruments vary with manufacturer, but a typical size is 12"H x 14"W x 6"D. Charts listed below.



## Hygrothermograph Pen Points

Felt Tip  
Metal

Used to replace points that are damaged or worn out. Metal points require hygrothermograph ink; felt points come pre-inked.

## Hygrothermograph Ink

A special purple ink that is deliquescent (i.e., absorbs moisture from the air and does not dry out as quickly as regular drawing ink). Use only in metal pen points.

## Hygrothermograph Charts

Belfort Charts  
Weather Measure Charts  
Sierra Misco (7 Day)  
Sierra Misco (30 Day)

Qualimetrics Charts (Model 5020-A)  
7 Day Chart #50202  
31 Day Chart #50208  
Cole-Parmer (7 Day)  
Cole-Parmer (32 Day)



# TOOLS OF THE TRADE

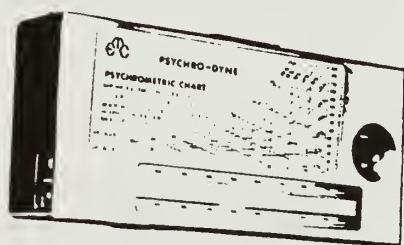
## *Sling Psychrometer*

This instrument has two thermometers, one of which is covered with a cloth wick (wet bulb). After the wick is wetted and the instrument whirled for an appropriate period of time, a comparison of the wet bulb temperature and the temperature of the dry thermometer (using a chart supplied with the instrument) will give an accurate determination of the RH. Psychrometers are used to calibrate hygrometers and hygrothermographs.



## *Aspirated Psychrometer (battery powered)*

Similar to sling psychrometer, with wet and dry bulb thermometers. A battery powered fan regulates the air flow across the wet bulb, thereby reducing user errors that can occur with the sling psychrometer.



## *Electronic Thermo-Hygrometer*

RH and temperature determining devices that sense RH by changes in an electric current and temperature by use of a thermistor. Very accurate means of determining RH.



## *Visible Light (Footcandle or Lux) Meter*

Used to determine light levels within storage and exhibit areas. These instruments employ an electronically-enhanced photo-voltaic cell that indicates light levels with digital or analog readouts. Some read only in footcandles and some read in both footcandles and lux.

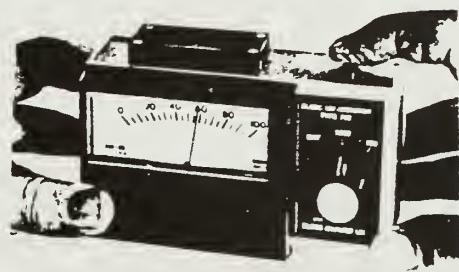




# TOOLS OF THE TRADE

## *UV Monitor*

This low-range (0-100 microwatts per lumen [ $\mu\text{W/l}$ ]) model is used to determine levels of ultraviolet radiation falling on objects in storage or exhibit areas. Used in conjunction with a visible light meter. Requires a minimum of 50 lux or 5 footcandles of visible light to function properly.



## *Dehumidifier*

Portable dehumidifiers use a refrigerant or desiccant system to remove moisture from the air. They have an adjustable humidistat for regulating the level of humidity and come in various sizes and capacities.

## *Humidifier*

Portable humidifiers add moisture to an area by blowing air through a moist pad on a rotating drum. They have an adjustable humidistat and come in various sizes and capacities. Atomizing humidifiers should not be used because they emit a mist containing any impurities found in the water.

## *Air Purifier*

19-5/8"H x 25-1/8"W x 12-1/2"D

Portable 120-volt plug-in devices that use high-efficiency particulate air (HEPA) filters to clean air of particles down to .3 microns (.0000003 meters) in size. The units have activated-carbon filters to remove gaseous pollutants such as  $\text{SO}_2$ ,  $\text{H}_2\text{S}$ , and  $\text{NO}_x$ . Electrostatic precipitator air purifiers are not recommended because they can emit high concentrations of damaging ozone.

## *UV Filter Sleeve for Fluorescent Lights*

Special sleeves that fit over fluorescent lamps to filter out 97-99% of damaging ultraviolet radiation. Made of either a flexible polyester plastic that can be wrapped around the lamp or a rigid extruded acrylic sleeve that slips over the bulb. They can be cut to fit shorter length bulbs.





# TOOLS OF THE TRADE

## Solar Control Window Film

Clear Film (< 10% visible light reduction)

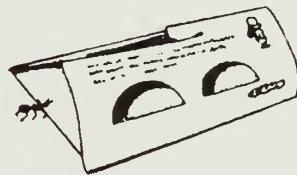
Light Tint Film ( 50% visible light reduction)

Dark Tint Film ( 80% visible light reduction)

Special window films are available to filter out ultraviolet light and varying amounts of visible light. Such filters are generally made of polyester plastic and are attached by a pressure sensitive adhesive backing. Rolls are 60" wide and 25' long. Ultraviolet filtering Plexiglas® and Lexan® rigid polycarbonate sheet also may be used to filter light coming through windows. **NOTE:** All window coverings mentioned above filter 97-99% of the ultraviolet radiation.

## Insect Trap

The insect trap is a small open-ended cardboard box containing a sticky adhesive. Used to monitor for insect pests in the museum.



## Silica Gel (Regular and Indicating)

This inert chemical is used in storage or exhibit situations for conditioning confined spaces to a specific RH or to remove moisture from the space. It can be reactivated by heating in an oven according to instructions on the bag. The indicating gel will turn pink when the gel needs to be reactivated and blue when reactivation is complete.

## Silver Protector Strip™

2" x 7" paper strips impregnated with activated carbon. When sealed in bags with silver objects, the strips will prevent tarnish.



**NOTE:** If a park has special applications or problems with environmental monitoring or control, the Museum Management Program can provide technical advice and source data for equipment that may help solve environmental problems.







# TOOLS OF THE TRADE

## VIII. PACKING AND SHIPPING MATERIALS

There are a variety of materials available on the market to wrap, cushion and contain objects for shipment. The materials recommended in the Museum Handbook, Part I for packing museum objects are listed below. A list of sources is found in the "How to Get Assistance" section of this catalog, to enable parks to make purchases. Most of these materials come in bulk quantities and a variety of sizes. The vendors should be contacted for sizes and pricing. **NOTE:** These products, except where noted, are not to be used for long-term storage. They are for temporary use only.

### ***Acid-free Glassine***

A stiff, translucent glossy paper used to cover or wrap paintings, bottles with labels, books, and objects with friable, oily, or tacky surfaces. This paper resists sticking to surfaces. Do not use with photographic negatives, prints, transparencies or slides.

### ***Tyvek®***

A slick, smooth, microporous, opaque non-woven (spun-bond) polyethylene fabric used as an alternative to glassine as a moisture barrier.

### ***Nylon Fabric***

A tightly woven fabric material used to encase packing material to make internal supports for objects that will not snag or abrade object surfaces.

### ***Acid-Free Tissue (Buffered and Unbuffered)*** - See page III:4.

### ***Mylar®***

A chemically inert, clear, stable synthetic plastic (polyester) sheet material used to contain and protect large paper objects and photographs. Because it develops an electrostatic charge, never use this material with charcoal or pastel works of art or with glass plate negatives or transparencies.

### ***Blanket Pad or Quilt***

Used to cover and cushion large sculpture and furniture.

### ***Archival File Folder***

Used to cover and contain unframed prints, documents and photographs.



# TOOLS OF THE TRADE

## ***Air Encapsulated Laminated Plastic Wrap***

Plastic (predominately polyethylene) wrap with bubbles of encapsulated air used to cushion objects and fill voids in packages. Bubble side of wrap should be faced away from the object - contact of objects with the bubbles could cause impressions to form on some objects.

## ***Expanded Polystyrene Foam "Peanuts"***

Use to fill voids in packages and as a cushioning material when packing small, lightweight objects. Works well as a general cushioning material when placed in polyethylene bags to form support pillows.

## ***Polyethylene Foam Sheet***

Lightweight, easily handled, versatile white foam that is chemically inert and has excellent shock absorption characteristics. Can be used to cushion objects, fill voids and form individual specialized supports. Foam is easily cut and can be joined using a heat gun, glue gun, or double faced tape. Available in a variety of densities, thicknesses, and textures. Ethafoam® and Volara® are examples of polyethylene foams that work very satisfactorily for object packing.

## ***Polyurethane Foam***

Foam has good thermal insulation characteristics and can be used to cushion objects and fill voids in packages. This foam is not chemically inert and should not be used with objects for extended periods of time. Foam will absorb moisture and may form toxic fumes if it catches on fire.

## ***Shipping Box***

Box made of corrugated fiberboard that comes in variety of shapes, sizes and strengths to meet nearly all packing needs. Corrugated fiberboard is acidic. Do not use in direct contact with objects or to store objects for an extended period of time.

## ***Fome-Cor®***

Polystyrene foam sandwiched between two layers of clay-worked kraft liner board. Use as an inlay between prints and to stiffen packages of prints or photographs.

## ***Polyethylene Corrugated Board***

Inert, strong, waterproof, light-weight polyethylene board that can be used to fabricate special box sizes, serve as an inlay, interleaving, or stiffening sheet, and form bases for objects.



# TOOLS OF THE TRADE

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## ***Acid-free Corrugated Fiberboard***

An acid-free paperboard that is not waterproof but can otherwise serve the same functions as polyethylene corrugated board.

## ***Marvel Seal®***

Laminate of polyethylene, aluminum foil (for impermeability), and nylon (for puncture resistance) used as a barrier film or box liner in order to construct containers with the capability to hold a microclimate.

## ***Cellophane Tape***

Used to attach packing materials, not for closing outside of containers. Tape should not come in direct contact with objects.

## ***Masking Tape***

Used in the same way as cellophane tape.

## ***Nylon Filament Strapping Tape***

Use only for closing containers.

## ***Pressure-Sensitive Packing Tape***

Sticks to a variety of surfaces and shapes, good for sealing box flaps.

## ***Twill Tape***

Used to secure wrapped objects. May be used as a replacement for pressure sensitive plastic packing tape. Twill tape should be tight enough to secure the packing materials but not tight enough to cause a pressure break to the object.

## ***Water-Activated Kraft Tape***

Used for sealing containers and attaching kraft exterior wrap of container.







# TOOLS OF THE TRADE

## IX. EQUIPMENT AND SUPPLY SOURCES

### *Equipment Sources*

This list includes equipment used to store museum objects, monitor the museum environment and control environmental conditions. At least one known source is given for each item. The park should purchase the needed equipment directly using established contracts or see the accompanying Vendor Address List for addresses of sources. **NOTE:** Inclusion on this list does not constitute sole-source endorsement of a particular vendor, nor is the list guaranteed to be all inclusive.

#### Air Purifier, Portable

Air Cleaning Specialists  
Enviracaire

#### Cabinet, Fire Resistive (Insulated), Mixed Media Files, Mixed Media Safes, and Media Boxes (safe or filing cabinet inserts)

Federal Supply Schedule for FSC Group 71, Part III, Section E  
Fireking International  
Kardex Systems  
Schwab Safe Company  
Sentry Group

#### Cabinet, Flammable Liquid Storage

A & A Sheet Metal Products  
Federal Supply Schedule for FSC Group 71, Part III, Section C  
Lab Safety Supply

#### Cabinet, Gun

Browning Pro-Steel

#### Cabinet, Map and Plan Filing

Crystallizations Systems  
Foster  
General Services Administration (GSA) National Furniture Center

#### Cabinet, Museum Storage (standard, doublewide, wardrobe, entomology, herbarium, and flat storage, cabinet platforms, retrofit gasket kit)

Delta Designs Limited  
Interior Steel Equipment Company  
Lane Science Equipment Company  
Steel Fixture Manufacturing Company

#### Cabinet, Utility

GSA

#### Case, Visual Storage

Delta Designs Limited  
Interior Steel Equipment Company  
Steel Fixture Manufacturing Company



# TOOLS OF THE TRADE

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## Compacting (Moveable Aisle) Storage Systems

Federal Supply Schedule for FSC Group 71, Part III, Section J  
Spacesaver Corp.  
White Storage and Retrieval Systems Inc.

## Dataloggers, Electronic

Cascade Group (ACR brand)  
Cole-Parmer Instrument Company (ACR brand)  
Controlyne (ACR brand)  
Davis Instrumentation  
Dickson Company (ACR brand)  
Herzog/Wheeler and Associates (ACR brand)  
Langan Products  
Omnidata International  
Mitchell Instruments

## Dehumidifier

Bry Aire  
Local department store

## Freezer, Frost-Free

Sears, Roebuck and Company

## Humidifier, Portable

Local department store

## Hygrometer, Electronic and Dial

Airguide Instruments (for maximum/minimum type)  
Art Preservation Services  
Cole-Parmer Instrument Company  
Conservation Materials Limited  
Davis Instrumentation  
NOVA-LYNX  
Scientific Sales

## Hygrothermograph

Art Preservation Services  
Belfort Instrument Company  
Cole-Parmer Instrument Company  
NOVA-LYNX  
Scientific Sales

## Insulated Modular Structure

Artic Industries  
Eagle Marketing Group  
Gill Marketing  
Harford Systems



## TOOLS OF THE TRADE

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Meter, Visible Light (measures in footcandles or lux)

Art Preservation Services  
Cole-Parmer Instrument Company  
Davis Instrumentation  
NOVA-LYNX  
Scientific Sales

Monitor, UV (for measuring  $\mu\text{W}/\text{I}$  of ultraviolet radiation)

Cole-Parmer Instrument Company  
NOVA-LYNX  
Scientific Sales

Rack, Art Storage

Charles J. Dickgeisser  
Construction Specialties  
Crystallizations Systems

Rack, Pallet

Federal Prison Industries (UNICOR)

Rack, Slotted Angle

Federal Prison Industries (UNICOR)  
Interlake Corporation

Refrigerator, Frost-Free

Sears, Roebuck and Company

Shelving, Steel (bolt together)

Federal Prison Industries (UNICOR)

Shelving, Wire

InterMetro Industries

Thermo-Hygrometer, Dial 2" and Electronic

Art Preservation Services  
Conservation Materials Ltd.

Vacuum Cleaners (HEPA and conventional)

Breuer Electric Mfg.  
Electrolux Corporation  
Eureka  
Federal Supply Schedule for FSC Group 79, Part I, Section B  
Nilfisk of America



# TOOLS OF THE TRADE

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## *Supply Sources*

This list includes a variety of products that have been found useful in the management, maintenance, storage, protection, and shipping of park collections and collection records. At least one known source is given for each item. See the accompanying Vendor Address List for addresses of the listed suppliers.

This listing includes materials for storing, accounting, packing and shipping museum collections.  
**NOTE:** Inclusion on these lists does not constitute sole-source endorsement of a particular vendor, nor are the lists guaranteed to be all inclusive.

### Section 1: Collection Storage, Treatment, and Accountability

#### Accession Book

Conservation Resources International

#### Album, Archival Photo (See also Archival Containers)

Archivart

Conservation Resources International

Hollinger Corporation

Light Impressions

Pohlig Brothers

University Products

#### Archival Containers (boxes, folders, enclosures, envelopes, etc. for storage of textiles, books, documents, prints, maps, and photographic prints; made of paper, plastic, and/or foil)

Archivart

Conservation Resources International

Hollinger Corporation

Light Impressions

Pohlig Brothers

University Products

#### Bag, Interlocking Seal (Ziplock® type; various sizes)

General Services Administration (GSA)

Local food or department store

#### Binder, Catalog Record (working copy) (See also Post, Binder)

Elbe Products

Looseleaf Binder Company

McBee Loose Leaf Binders

Optic Bindery

#### Box, Archival (See also Archival Containers)

#### Box, Plastic Cataloging Kit

Flambeau Products



## TOOLS OF THE TRADE

---

Box, Record Storage, Paperboard (acid-free) (See also Archival Containers)

Archivart

Conservation Resources International

Hollinger Corporation

Light Impressions

Pohlig Brothers

University Products

Box, Plastic Artifact Storage (same size as record storage box)

Light Impressions

United States Corrugate Corp.

University Products

Brushes, Artist Set

GSA

Local art store

Brush, Dusting (large and small sizes)

General Services Administration (GSA)

Local art store

Caliper (for object measuring)

GSA

Local hardware store

Centimeter Scale (for use when photographing objects)

Light Impressions

Conservation Supplies (resins, adhesives, etc.)

Conservation Materials Ltd.

TALAS

Conversion Table, Metric

GSA

Copy Paper, Archival (See also Archival Containers)

Archivart

Conservation Resources International

Hollinger Corporation

Light Impressions

Pohlig Brothers

University Products

Xerox Corporation

Drawer Liner, Polyethylene

Granite Packaging

University Products



# TOOLS OF THE TRADE

---

Dust Cover Cloth

Lowell National Historical Park

GSA

Local fabric store

Enclosure, Archival (See also Archival Containers)

Envelope, Archival (See also Archival Containers)

Folder, Archival (See also Archival Containers)

Forms, NPS Museum Management

Museum Management Program, Harpers Ferry Office

NPS Brentwood Warehouse

Gloves, Cotton "Sure-grip"

Hayden School Supply

Man-How School Band Supply

University Products

Gloves, White Cotton

John Plant Company

Light Impressions

University Products

Gloves, Plastic Copolymer

VWR Scientific

University Products

Herbarium Adhesive, Folder, Mounting Sheet, Tape and Fragment Folder (acid-free)

Herbarium Supply Company

University Products

Humidity Indicator Strip

Humidial Company

Hydrometer (for measuring specific gravity of liquids)

Fisher Scientific

Lapine Scientific Company

VWR Scientific

Hygrothermograph chart, ink, pen points

Art Preservation Services

Belfort Instrument Company

Cole-Parmer Instrument Company

NOVA-LYNX

Scientific Sales

Ink, Permanent Black

GSA

Local office supply



# TOOLS OF THE TRADE

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Insect Pins, Pinning Blocks, Pinning Trays, and Spreading Boards

BioQuip Products

Carolina Biological Supply Company

Wards Natural Science Establishment

Insect Traps

Summit Chemical Company

University Products

Jar, Specimen (various sizes, for wet natural history specimens)

Chelsea Bottle Company

Wheaton

Labels, Natural History

Museum Management Program, Harpers Ferry Office

Lacquer, Clear and White (for applying catalog numbers to objects)

Light Impressions

Lock, Sash

Blades Lock Company

Local hardware or building supply store

Magnetic Letters and Numbers (for use with Photo ID Stand)

Magnetic Aids, Inc.

Visual Systems, Inc.

Magnet, Bar (for testing for ferrous metals)

JobMaster Corporation

Magnet, Ceramic (for attaching plastic sheeting to steel shelves)

Local hardware store

Magnifying Glass

Local department store

Local hardware store

Natural History Supplies

BioQuip Products

Carolina Biological Supply Company

University Products

Wards Natural Science Establishment

Needles and Thread (for attaching catalog number labels to fabrics)

Local sewing supply store



## TOOLS OF THE TRADE

---

Paper, Interleaving (acid-free) (See also Archival Containers)

Archivart  
Conservation Resources International  
Hollinger Corporation  
Light Impressions  
Pohlig Brothers  
University Products

Pen, Crowquill  
GSA  
Local office supply store

Pen, Pigma  
Light Impressions  
University Products

Pen, Plastic Marking  
Light Impressions  
University Products

Pen, Technical (Rapidograph®)  
GSA  
Local office supply store

Pencil, "H" or #2 Hardness  
GSA  
Local office supply store

Photo ID Stand (for use when photographing objects)  
Local metal fabricating shop for special designs

Plant Press (including driers and ventilators)  
BioQuip Products  
Carolina Biological Supply Company  
Wards Natural Science Establishment

Polyester (Mylar®) Envelope and Film in Rolls (See also Archival Containers)

AAA Brands Plastics Manufacturers  
Archivart  
Conservation Resources International  
Hollinger Corporation  
Light Impressions  
Pohlig Brothers  
Taylor Made Company  
University Products

Polyethylene Slide and Photo Page and Lab Pen (for marking pages) (See also Archival Containers)  
Light Impressions Corporation  
University Products



# TOOLS OF THE TRADE

---

Post, Binder

GSA

Local office supply store

Psychrometer, Aspirating

Cole-Parmer Instrument Company  
Davis Instrumentation  
Fisher Scientific  
NOVA-LYNX  
Scientific Sales  
Thomas Scientific  
VWR Scientific

Psychrometer, Sling

Cole-Parmer Instrument Company  
Davis Instrumentation  
Fisher Scientific  
GSA  
NOVA-LYNX  
Scientific Sales  
Thomas Scientific  
VWR Scientific

Respirator (face mask type for filtration of dust and/or organic vapors)

Federal Supply Schedule Vendor  
Lab Safety Supply  
University Products

Retrofit Gasket Kit (for replacing gasket seals on cabinet doors)

Steel Fixture Manufacturing Company

"ROLL" Label (for photo ID stand)

Museum Management Program

Rule, Clear Plastic (metric and English scales)

Local office supply store

Silica Gel

Art Preservation Services  
Eagle Chemical Company  
University Products

Silver Protector Strips

3M Company



# TOOLS OF THE TRADE

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## Solar Control Window Film

Federal Supply Schedule for FSC Group 56, Part IV, Section A  
Courtaulds Performance Films  
Deposition Technologies Inc.  
3-M Company  
Madico, Inc.  
National Glass Coatings Company  
Solar Screen Corporation  
Transparent Glass Coatings Company

## Specimen Trays (various sizes)

Conservation Resources International  
Hollinger Corporation  
Light Impressions  
Murray & Heister, Inc.  
Pohlig Brothers  
University Products

## Streak Plate, Porcelain (for identifying mineral specimens during cataloging)

Carolina Biological Supply Company  
Wards Natural Science Establishment

## Tag, Acid-Free

University Products

## Tape Measure, Cloth

Local sewing supply

## Tape Measure, Metal

GSA  
Local hardware store

## Tape, Double-faced (for Mylar encapsulation)

Light Impressions  
3M Company  
University Products

## Tape, Magnetic (for use with photo ID stand)

Magnetic Aids, Inc.

## Tape, Textile Marking (bias tape)

Local sewing supply

## Thermo-Hygrometer, Maximum/Minimum

Airguide Instrument Company  
Scientific Sales

## Thread, Sewing (See also Needles)

Local sewing supply store



# TOOLS OF THE TRADE

---

Tissue, Acid-Free (buffered and unbuffered) (See also Archival Containers)

Archivart

Conservation Resources International

Hollinger Corporation

Light Impressions

Pohlig Brothers

University Products

Tweezers (stamp handling type)

Techni-Tool, Inc.

UV Filter Sleeves (for fluorescent lamps)

Conservation Resources International

Light Impressions

Solar Screen Corporation

University Products

Vials, Specimen

Fisher Scientific

Lapine Scientific Company

VWR Scientific

Wax, Butchers Furniture (light brown)

The Butcher Company

Wax, Staples Furniture (dark brown)

H. F. Staples & Company

## Section 2: Packing and Shipping Materials

Air Encapsulated Laminated Plastic Wrap

Local moving and storage company

Sealed Air Corporation

Advanced Packaging Corporation

Blanket Pad or Quilt

Local moving and storage company

Boxes, Shipping

Local moving and storage company

GSA

Corrugated Fiberboard, Acid-Free

Archivart

Conservation Resources International

Hollinger Corporation

Light Impressions

Pohlig Brothers

University Products



# TOOLS OF THE TRADE

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Corrugated Polyethylene Board  
United States Corrugate Corporation

Expanded Polystyrene Foam "Peanuts"  
Local moving and storage company  
Sealed Air Corporation  
Advanced Packaging Corporation  
CPI Packaging

Foam, Polyethylene, Rigid  
Dow Chemical (nearest sales office)  
Sentinel Foam Products  
Stephenson and Lawyer  
Local plastics supply company

Foam, Polyethylene, Flexible  
Dow Chemical (nearest sales office)  
Sentinel Foam Products  
Stephenson and Lawyer  
Local moving and storage company  
Local plastics supply company

Foam, Polyurethane  
Stephenson and Lawyer  
Local moving and storage company  
Local plastics supply company

Folder, Archival (See also Archival Containers)  
Archivart  
Conservation Resources International  
Hollinger Corporation  
Light Impressions  
Pohlig Brothers  
University Products

Fome-Cor®  
Archivart  
Light Impressions  
University Products  
Local plastics supply company

Glassine Paper, Acid-Free  
Archivart  
Light Impressions  
University Products

Marvel Seal® (vapor barrier film)  
Ludlow Corporation



## TOOLS OF THE TRADE

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Mylar® (polyester film)

AAA Brands Plastics

Light Impressions

University Products

Nylon Fabric

Local hardware store

Local plastics supply company

Tape, Cellophane

GSA

Local moving and storage company

Local hardware store

Tape, Masking

GSA

Local moving and storage company

Local hardware or paint store

Tape, Kraft, Water-Activated

GSA

Local moving and storage company

Local hardware store

Tape, Nylon Filament Strapping

GSA

Local moving and storage company

Local hardware store

Tape, Pressure-Sensitive Plastic Packing

GSA

Local moving and storage company

Local hardware store

Tape, Twill, Cotton

GSA

Local fabric store

Tissue, Acid-Free (See also Archival Containers)

Archivart

Conservation Resources International

Hollinger Corporation

Light Impressions

Pohlig Brothers

University Products

Tyvek®

Local building supply dealer

Dupont Chemical (nearest sales office)



## TOOLS OF THE TRADE

### Section 3: Vendor Address List

A&A Sheet Metal Products  
2166 Wisconsin Avenue, NW  
Washington, DC 20007  
205-265-0246

AAA Brands Plastics Manufacturers  
P.O. Box 5677  
Philadelphia, Pennsylvania 19129  
215-438-1082

Advance Packaging Corporation  
4818 Seton Drive  
Baltimore, Maryland 21215  
301-358-9444

Air Cleaning Specialists  
180 El Camino Real  
Millbrae, California 94030  
800-633-4007 or 415-697-2761

Airguide Instrument Company  
2210 West Wabansia Avenue  
Chicago, Illinois 60064  
312-486-3000

Archivart  
7 Caesar Place  
P.O. Box 428  
Moonachie, New Jersey 07074  
201-804-8986

Artic Industries  
8207 NW 74th Avenue  
Miami, Florida 33166  
800-325-0123 or 305-883-5581

Art Preservation Services  
253 East 78th Street  
New York, New York 10021  
212-794-9234

Belfort Instrument Company  
727 South Wolfe Street  
Baltimore, Maryland 21231  
410-342-2626

BioQuip Products  
1320 East Franklin Avenue  
El Secundo, California 90245  
213-322-6636

Blades Lock Company  
2335 18th St., NE  
Washington, DC 20018  
202-832-7100

Breuer Electric  
7401 W. Lawrence Avenue  
Chicago, Illinois 60656  
800-822-8867

Browning Pro-Steel  
P.O. Box 977  
Provo, Utah 84601  
801-373-2385

Bry Aire  
P.O. Box 269  
Sunbury, Ohio 43074  
614-965-2974

The Butcher Company  
67 Forest Street  
Marlborough, Massachusetts 01752  
800-225-9475

Carolina Biological Supply Company  
2700 York Road  
Burlington, North Carolina 27215  
800-334-5551 or 919-584-0381

Cascade Group  
68 West Main Street  
Oyster Bay, New York 11771  
800-800-0588

Charles J. Dickgeisser and Company  
P.O. Box 475  
Derby, Connecticut 06418  
203-734-2553



## TOOLS OF THE TRADE

Chelsea Bottle Company  
P.O. Box 6330  
Chelsea, Massachusetts 02150  
617-884-2323

CPI Packaging  
240 Boundary Road  
Marlboro, New Jersey 07746  
908-431-3500

Cole-Parmer Instrument Company  
625 East Bunker Court  
Vernon Hills, Illinois 60061  
708-549-7600  
800-323-4340

Conservation Materials Ltd.  
240 Freeport Boulevard  
P.O. Box 2884  
Sparks, Nevada 89431  
702-331-0582

Conservation Resources International  
8000-H Forbes Place  
Springfield, Virginia 22151  
703-321-7730

Construction Specialties  
P.O. Box 380  
Muncy, Pennsylvania 17756  
800-233-8493

Controlyn  
25 North Fullerton Avenue  
Montclair, New Jersey 07042  
201-746-8900

Courtaulds Performance Films  
P.O. Box 5068  
Martinsville, Virginia 24115  
703-629-1711

Crystallizations Systems, Inc.  
1595 A Ocean Avenue  
Bohemia, New York 11716  
516-567-0888

Davis Instrumentation  
Seton Business Park  
4701 Mt. Hope Drive  
Baltimore, Maryland 21215  
800-368-2516

Delta Designs, LTD.  
P.O. Box 1733  
Topeka, Kansas 66601  
913-234-2244

Deposition Technologies  
4550 Viewridge Avenue  
San Diego, California 92123  
415-484-4730

Dial Industries  
1538 Esperanza Street  
Los Angeles, California 90023  
213-263-6878

Dickson Company  
930 South Westwood Avenue  
Addison, Illinois 60101  
800-323-2448

Dow Chemical  
Midland, Michigan 48640  
517-636-1000

Dupont Chemical  
Centre Road Building  
Wilmington, Delaware 19898  
302-774-1000

Eagle Chemical Company  
P.O. Box 107  
Mobile, Alabama 36601  
205-452-9624

Eagle Marketing Group  
P.O. Box 681837  
Houston, Texas 77268  
713-320-0591

Elbe-Cescocts  
P.O. Box 3160  
Fall River, Massachusetts 02722  
508-676-8580



## TOOLS OF THE TRADE

Electrolux Corporation  
P.O. Box 191  
Bristol, Virginia 24203  
800-243-9078

Enviracaire  
747 Bowman Avenue  
Hagerstown, Maryland 21740  
800-332-1110

Eureka Company  
Local Distributor or  
120 E. Bell Street  
Bloomington, Illinois 61701  
800-282-2886

Federal Prison Industries, Inc.  
(UNICOR)  
Metal and Wood Division  
320 First Street, NW  
Washington, DC 20534  
202-724-3006

FireKing International  
101 Security Parkway  
P. O. Box 559  
New Albany, Indiana 47150  
812-948-8400

Fisher Scientific  
7722 Fenton Street  
Silver Spring, Maryland 20910  
301-587-7000

Flambeau Products Corporation  
P.O. Box 97  
Middlefield, Ohio 44062  
216-632-1631

Foster Manufacturing  
414 North 13th Street  
Philadelphia, Pennsylvania 19108  
215-523-4855

General Services Administration  
(Use national or regional GSA address  
as appropriate for order)

Gill Marketing  
2127 Espey Court  
Crofton, Maryland 21114  
410-625-2700

Granite Packaging  
111 Whittendale Drive  
Moorestown, New Jersey 08057  
609-727-1010

H. F. Staples & Company  
P.O. Box 956  
Merrimack, New Hampshire 03059  
603-889-8600

Harford Systems  
P.O. Box 700  
Aberdeen, Maryland 21001  
410-272-3400

Hayden School Supply  
P.O. Box 27777  
Tempe, Arizona 85282  
602-968-2670

Herbarium Supply Company  
3483 Edison Way  
Menlo Park, California 94025  
800-348-2338

Hertzog/Wheeler and Associates  
2183 Summit Avenue  
St. Paul, Minnesota 55105  
612-647-1035

Hollinger Corporation  
P.O. Box 8360  
Fredericksburg, Virginia 22404  
703-671-6600

Humidial Company  
P.O. Box 464  
Colton, California 92324  
714-825-1793

Interior Steel Equipment Co.  
c/o Viking Metal Cabinet Co.  
5321 West 65th Street  
Chicago, Illinois 60038  
708-594-1111



## TOOLS OF THE TRADE

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Interlake  
550 Warrenville Road  
Lisle, Illinois 60532  
708-719-7077

InterMetro Industries  
Thomas and Second Streets  
Wilkes-Barre, Pennsylvania 18705  
717-825-2741

Jobmaster Corporation  
9010 Liberty Road  
Randallstown, Maryland 21133  
301-655-1400

John Plant Company  
P.O. Box 527  
Ramseur, North Carolina 27316  
919-824-2366

Kardex Systems  
P.O. Box 171  
Marietta, Ohio 45750  
614-374-9300

Lab Safety Supply  
P.O. Box 1368  
Janesville, Wisconsin 53547  
800-356-0783

Langan Products  
2660 California Street  
San Francisco, California 94115  
415-398-7664

Lapine Scientific Company  
371 Chestnut Street  
Norwood, New Jersey 07648  
201-768-8640

Lane Science Equipment Co.  
225 West 34th Street, Suite 1412  
New York, New York 10122  
212-563-0663

Light Impressions Corporation  
P.O. Box 940  
Rochester, New York 14603  
800-828-6216

Loose Leaf Binder Company  
P.O. Box 6033  
Philadelphia, Pennsylvania 19154  
215-667-3900

Lowell National Historical Park  
169 Merrimack Street  
Lowell, Massachusetts 01852  
508-970-5064

Ludlow Corporation  
121 Fairfield Way, Suite 303  
Bloomingdale, Illinois 60108  
312-307-9880

Madico, Inc.  
45 Industrial Parkway  
P.O. Box 4023  
Woburn, Massachusetts 01888  
617-935-7850

Magnetic Aids, Inc.  
133 North 10th Street  
Patterson, New Jersey 05722  
201-290-1400

Man-How School Band Supply  
P.O. Box 2705  
Trenton, New Jersey 08607  
609-392-4895

Master Bilt  
Highway 15 North  
New Albany, Mississippi 38652  
601-534-9061

McBee Loose Leaf Binders  
10339 Annaberg Court  
Burke, Virginia 22015  
800-888-0823 or 703-250-2327

3M Company  
Energy Control Products Division  
3M Center  
St. Paul, Minnesota 55144  
612-733-5454

Mitchell Instruments  
1570 Cherokee Street  
San Marcos, California 92069  
619-744-2690



## TOOLS OF THE TRADE

Mito Packaging  
1296 Lawrence Street  
Rahway, New Jersey 07065  
908-499-0090

Murray & Heister Inc.  
10738 Tucker Street  
Beltsville, Maryland 20705  
301-937-5980

National Glass Coatings Company  
P.O. Box 3323  
Gaithersburg, Maryland 20878  
301-231-7011

NPS Brentwood Warehouse  
NCP Central, 515 New York Avenue, NE  
Washington, DC 20002  
202-426-6902

Nilfisk of America  
300 Technology Drive  
Malvern, Pennsylvania 19355  
213-647-6420

NOVA-LYNX  
P.O. Box 240  
Grass Valley, California 95945  
916-477-5226

Omnidata International  
P.O. Box 3489  
Logan, Utah 84321  
800-321-7218

Optic Bindery  
101 Dover Road  
Glen Burnie, Maryland 21061  
301-261-1540

Pohlig Brothers  
Century Division  
P.O. Box 8069  
Richmond, Virginia 23223  
804-644-7824

Read Plastics  
12331 Wilkins Avenue  
Rockville, Maryland 20852  
301-881-7900

Scientific Sales  
P.O. Box 6725  
Lawrenceville, New Jersey 08648  
609-584-1560

Schwab Safe Company  
P.O. Box 5088  
Lafayette, Indiana 47904  
317-447-9470

Sealed Air Corporation  
19-01 State Hwy. 208  
Fair Lawn, New Jersey 07410  
201-791-7600

Sears, Roebuck, and Company  
Sears Tower  
Chicago, Illinois 60684  
312-875-2500  
or local Sears Department store

Sentinel Foam Products  
130 North St.  
Hyannis, Massachusetts 02601  
800-457-3234

Sentry Group  
ATTN: Government Sales  
2166 Wisconsin Avenue, NW  
Washington, DC 20007  
202-265-0246

Solar Screen Corporation  
53-11 105th Street  
Corona, New York 11368  
718-592-8222

Spacesaver Corporation  
RR 3, Box 166  
Fort Atkinson, Wisconsin 53538  
414-563-6362

Steel Fixture Manufacturing Co.  
P.O. Box 917  
Topeka, Kansas 66601  
913-233-8911



## TOOLS OF THE TRADE

Stephenson and Lawyer  
P.O. Box 8834  
Grand Rapids, Michigan 49508  
616-949-8100

Summit Chemical Company  
7657 Canton Center Drive  
Baltimore, Maryland 21224  
410-282-5200

TALAS  
213 West 35th Street  
New York, New York 10001  
212-736-7744

U.S. Corrulite Corporation  
205 S.E. 3rd Avenue  
South Bay, Florida 33493  
407-966-2089

Taylor Made Company  
P.O. Box 406  
Lima, Pennsylvania 19037  
215-459-3099

Techni-Tool Inc.  
Apollo Road  
P.O. Box 368  
Plymouth Meeting, Pennsylvania 19462  
215-825-4990

Thomas Scientific  
99 High Mill Road  
P.O. Box 99  
Swedesboro, New Jersey 08085  
609-467-2000

Transparent Glass Coatings Co.  
1959 South La Cienega Blvd.  
Los Angeles, California 90034  
213-870-4777

University Products  
P.O. Box 101  
Holyoke, Massachusetts 01041  
800-628-1912

VWR Scientific  
P.O. Box 66  
Bridgeport, New Jersey 08014  
800-234-9300

Visual Systems  
1596 Rockville Pike  
Rockville, Maryland 20852-1686  
301-770-0500

Wards Natural Science Establishment  
5100 West Henrietta Road  
Rochester, New York 14692  
800-962-2660 or 716-359-2502

Wheaton Glass  
1000 North 10th Street  
Millville, New Jersey 08332  
609-825-1100

White Storage and Retrieval Systems  
White Office Systems  
50 Boright Avenue  
Kenilworth, New Jersey 07033  
201-272-8888

Xerox Corporation  
ATTN: Federal Contracts  
P.O. Box 42020  
St. Petersburg, FL 33742-4020  
800-822-2200









TEL: 304-535-6072  
FAX: 304-535-6051

**Museum Management Program**  
**National Park Service**  
**Grandview School, Putnam Street**  
**Harpers Ferry, WV 25425**

## EQUIPMENT FACT SHEET: CONTRACT

**Product:** Standard Museum Cabinet, Doublewide Museum Cabinet, Wardrobe Museum Cabinet, Herbarium Cabinet, Entomology Cabinet, Visual Storage Cabinet, Cabinet Sanitary Platforms, Castered Bases, Retrofit Gasket Kits

**Description:** See Sections IV and VI for descriptions

**Application:** See Sections IV and VI for applications

**Vendor:** Steel Fixture Manufacturing Company      TEL: 913-233-8911  
P.O. Box 917  
Topeka, Kansas 66601      FAX: 913-233-8477

**Contract No.:** FSS Contract #GS-28F-0018B      **Dates:** Effective until 2/28/99

<b>Price:</b> Standard Museum Cabinet	\$ 370.00
Standard Museum Cabinet Metal Drawer	28.00
Doublewide Museum Cabinet	635.00
Doublewide Museum Cabinet Metal Drawer	50.00
Wardrobe Museum Cabinet	1,210.00
Herbarium Cabinet - Counter Height	500.00
Herbarium Cabinet - Full Height	730.00
Entomology Cabinet	560.00
Visual Storage Cabinet	Call for pricing according to size
Cabinet Sanitary Platforms	Call for pricing according to size
Castered Bases	Call for pricing according to size
Retrofit Gasket Kits	38.00

**Ordering Instructions:** Place an order against the contract.

**Illustration:** See Sections IV and VI

\*For orders over \$15,000, Interior Steel Equipment Company (FSS Contract #GS-28F-0023B) [Address page IX:16] and Delta Designs Ltd. (FSS Contract #GS-28F-0039B) [Address page IX:15] are also on contract.





TEL: 304-535-6072  
FAX: 304-535-6051

Museum Management Program  
National Park Service  
Grandview School, Putnam Street  
Harpers Ferry, WV 25425

## EQUIPMENT FACT SHEET: CONTRACT

**Product:** *Datalogger*

**Description:** *An electronic recording instrument used with a personal computer and a software program to monitor temperature and relative humidity.*

**Application:** *Used to monitor temperature and relative humidity conditions in museum storage and exhibit areas.*

**Vendor:** *Herzog/Wheeler and Associates  
2183 Summit Avenue  
St. Paul, Minnesota 55105*

**TEL:** 612-647-1035

**FAX:** 612-647-1041

**Contract No.:** 1443-CX0001-96-014

**Dates:** *One year contract starting on 8/15/96 with four one-year options to extend*

**Price:** *ACR Systems Datalogger  
Smartreader 2 T/RH SR-002  
\$539.00 FOB Destination*

*ACR Systems Software  
Trendreader for DOS or Windows  
TR-SFW (DOS) or TR-WIN (Windows)  
\$119.00 FOB Destination*

**Ordering Instructions:** *Specify model and software. Comes with an instruction booklet.*

**Illustration:** *See Tools of the Trade, page VII:2*





TEL: 304-535-6072  
FAX: 304-535-6051

Museum Management Program  
National Park Service  
Grandview School, Putnam Street  
Harpers Ferry, WV 25425

## EQUIPMENT FACT SHEET: CONTRACT

**Product:** *Hygrothermograph*

**Description:** *Model 37250-00; 12" H x 14" W x 6" D; a recording instrument to monitor temperature and relative humidity.*

**Application:** *Used to monitor temperature and relative humidity conditions in museum storage and exhibit areas.*

**Vendor:** *Scientific Sales, Inc.  
P.O. Box 6725  
Lawrenceville, New Jersey 08648  
Contact: Brian Maziarz*

**TEL:** 800-788-5666  
609-844-0055  
**FAX:** 609-844-0466

**Contract No.:** 1443-CX0001-96-015

**Dates:** *One year contract starting on 8/15/96 with four one-year options to extend.*

**Price:** *\$495.00 FOB Destination*

**Ordering Instructions:** *Specify Model 5020-A with either 7 day or 31 day rotation, two year supply of charts, felt tip or metal points, and instruction booklet.*

**Illustration:** *See Tools of the Trade, page VII:2*





**TEL:** 304-535-6072  
**FAX:** 304-535-6051

**Museum Management Program  
National Park Service  
Grandview School, Putnam Street  
Harpers Ferry, WV 25425**

# EQUIPMENT FACT SHEET: CONTRACT

## **Product: Fire-Resistive (Insulated) Filing Cabinet**

**Description:** Two Drawer size - 28-7/8" H x 20-3/4" W x 32-15/16" D  
Four Drawer size - 55 1/4" H x 20 3/4" W x 32-15/16" D

**Application:** Used to store museum records, valuable photograph and document collections.

**Vendors:** Companies on FSS schedule 71 III E (currently two companies)

*FireKing International  
900 Park Place  
New Albany, Indiana 47150*

**TEL:** 800-457-2424

FAX: 812-948-0437

**Contract No.: GS-00F-9369A**

**Dates:** *Effective until 12/31/96*

*Price: \$510.00 (Two drawer)  
\$785.00 (Four drawer)*

*Sentry Group  
2166 Wisconsin Avenue NW  
Washington, DC 20007*

**TEL:** 202-265-0246

FAX: 202-338-4702

Contract No.: GS-00F-9011A

**Dates:** Effective until 12/31/96

**Price:** \$249.00 (Two Drawer - only 23" D)

### **Ordering Instructions: According to FSS instructions**

**Illustration:** See *Tools of the Trade*, page VI:4





TEL: 304-535-6072  
FAX: 304-535-6051

Museum Management Program  
National Park Service  
Grandview School, Putnam Street  
Harpers Ferry, WV 25425

## EQUIPMENT FACT SHEET: CONTRACT

**Product:** *Media Insert for Insulated Filing Cabinet*

**Description:** *UL rated 125°F-1 hour container for:*

*letter size insulated files, Model TF-125T, 10-1/8" H x 10-1/4" W x 11-7/8' D - holds 40 5¼" diskettes.*

*legal size insulated files, Model TF-125H, 10" H x 16-3/8" W x 13-1/8' D - holds 80 5¼" diskettes.*

**Application:** *Fits into insulated filing cabinet to contain plastic based media such as computer disks.*

**Vendors:** *FireKing International  
900 Park Place  
New Albany, Indiana 47150*

**TEL:** 800-457-2424  
**FAX:** 812-948-0437

**Contract No.:** GS-00F-9369A

**Dates:** *Effective until 12/31/96*

**Price:** *Letter size insert - \$147.50  
Legal size insert - \$197.50*

**Ordering Instructions:** *According to FSS instructions*







# TOOLS OF THE TRADE

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## **TOOLS OF THE TRADE**

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We thank the following companies for contributing illustrations for use in this listing:

Airguide Instrument Company

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Conservation Resources International

Controlyn

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Interior Steel Equipment Company

InterMetro Industries

Light Impressions Corporation

Provo Steel and Supply Company

Qualimetrics Incorporated

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University Products

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